

High School Transcripts

What is a High School Transcript? A HS Transcript is a document that shows the courses students have taken, the grades earned, and cumulative grade point averages (GPA). Colleges evaluate students for admissions with the data provided on an "Initial" HS Transcript. Some colleges may require a HS Transcript Officially from your high school, and others may require a HS Transcript be SELF-REPORTED by the student. Without the Initial HS Transcript received by the college, the College Application will remain INCOMPLETE for review. Students may access an UNOFFICIAL HS TRANSCRIPT via Virtual Counselor. If students find errors, they should reach out to their guidance counselor ASAP.

BCPS grades on a 4.0 Scale. Students earn high school credit by SEMESTER. Usually, .5 for first semester and .5 for second semester to earn a full 1.0 unit in most courses. BCPS Ranks its students. RANK is determined by the Weighted Grade Point Average (highest one). You can view your rank number out of a class of 145 (as of 8/23) via Virtual Counselor/Graduation Tab. If an application is asking for your GPA (Grade Point Average), use your highest GPA and indicate "Weighted".

*An "Initial" HS Transcript reflects all attempted HS coursework & grades through grade 11, as well as 12th grade courses in progress (IP). An Initial HS Transcript is what most students apply to college with.

*A "Final" HS Transcript reflects all attempted HS coursework & grades, as well as the "HS Diploma" indicator. This mandatory "Final Transcript" will be expected by the college you plan to enroll in after you graduate.

How do I "Self-Report" my HS Transcript to a college? Many of our state universities will require students to "Self-Report" all their transcript information into a database, such as the [SSAR](#) or SPARK. If this is the case, use VIRTUAL COUNSELOR, Graduation Information tab, to view and input data. Don't forget to include **ALL** attempted 12th grade coursework that may not show on VC yet (for example, the .5 credit of Econ or Amer Gov you plan to take 2nd semester). Also be sure to include, all online 12th grade coursework, and first AND second semester Dual Enrollment coursework.

How do I request my high school to send a HS Transcript to a college that requires it officially? Through **NAVIANCE (via Clever)** select "Colleges I'm Applying to" and list all colleges you plan to apply to. Then you may make the Initial HS Transcript request. Ms. Lynn, the transcript request manager, will submit it electronically or your counselor will upload it to your Common Application if applicable. You can also ask Ms. Lynn for a Bright Futures evaluation report, which is a great resource for the SSAR.

On Virtual Counselor, what is the Cumulative GPA, Academic Core GPA, and Weighted Cumulative GPA scale number? MTCHS is on a 4.0 SCALE. All three GPAs are Cumulative (All HS coursework attempted). Cumulative is Unweighted (UGPA). Weighted (WGPA) includes extra points for Honors, AP, AICE DE, etc. CORE is a Weighted GPA, however it only includes Academic Courses, such as English, Math, Social Studies, Science and World Language.

*VIRTUAL COUNSELOR/Graduation tab includes the coursework and grades by semester, earned by grade level. This is useful in reporting self-reported transcript information to colleges. Please review VIRTUAL COUNSELOR/Graduation Information tab, via Clever, and notify your school counselor of any discrepancies.

**Be advised that ACT & SAT Test Scores are NOT reflected on students' Official HS Transcript. Test scores may be "SENT" Officially to colleges directly from the students secure "College Board" or "ACT" portal.