

## Transcript Program Enrollment Instructions

**REACH the TOP (RTT)** offers a transcript program for 9<sup>th</sup> – 12<sup>th</sup> graders who are members of RTT. **All 9-12<sup>th</sup> grade students should enroll in this program.** Transcripts are generated with student GPA tabulated according to South Carolina's Uniform Grading Scale. This transcript will indicate the member school name and bear the official seal of RTT. The cost of this service is \$15.00 per year and is included in your RTT membership fee. This fee includes generating five certified transcripts for you to send to scholarships, schools or colleges per semester. Additional transcripts incur a \$5.00 charge each. **Important: According to new state regulations, student members interested in applying for state scholarships must receive their class rank from their association. In order to meet application deadlines for scholarships and college enrollment, students should enroll into RTT's transcript program in their junior year of high school. Transcript enrollment forms are provided on the RTT section of REACH's website in the *Members Only* section.**

### **Important Note:**

- Complete your transcript enrollment application AFTER your REACH the TOP membership has been approved.
- KEEP THESE instructions and use the recording area at the end for your records.
- If you choose to opt-out of the Transcript Program, your student's GPA will not be reported to the state for scholarship eligibility, and you will be responsible for maintaining all necessary records. If we do not receive your enrollment forms by 9/15 we will assume you are choosing NOT to participate, and your student will NOT be eligible for class ranking during the current school year.

To enroll in RTT's transcript program:

- 1) Complete one **Transcript Enrollment Form** per student.
- 2) Complete one **Course History Form** per student. (Renewals may omit - Already on file.) Make copies of form as necessary.
- 3) Complete one **Courses in Progress Form** per student.

Include in Course History and Courses in Progress:

**Course Title** – Name of your course

**Name of Text or Primary Resource** – List only main resources.

**Course Description** – You may find examples of the language used to describe courses in high school handbooks, correspondence school catalogs, and college catalogs. If you're using a textbook or curriculum package, you may find information to help write the course description in the table of contents. This description must reflect course content.

**Course Type** – Indicate whether course is:

**CP** (College Prep) – Courses designed to prepare students for college.

**TP** (Tech Prep) – Courses designed to prepare students for a technical or vocational field

**H** (Honors) – Courses with more in-depth content and have much more rigorous requirements. **Students claiming honors credit must provide documentation in accordance with Section 59-5-68 of the South**

**Carolina Code of Laws, which requires a published syllabus, and more rigorous textbooks or other course materials than college prep or tech prep courses.** This statute also states that honors credit may be claimed for only the core content areas of English, Math, Science, and Social Studies. Honors credit may be claimed for other content areas for courses where students are earning their 3<sup>rd</sup> or 4<sup>th</sup> Carnegie Unit. Include copy of syllabus with your Courses In Progress form.

**D (Dual Credit)** – Courses for which students receive both Carnegie units and credit at an institution of higher learning.

**AP (Advanced Placement)** – Higher-level courses that carry college credit if the student takes and passes the AP exams administered by the College Board. If you intend to designate a course as AP be sure and verify your course content with the College Board and find a testing site who will test your student. AP exams are given in May of each year.

**EL Elective** – courses not required for graduation according to the SC CHE

**IB (International Baccalaureate)**,– Pre-University Courses available only through schools approved by the International Baccalaureate Organization. **Students must physically attend the IB school;** therefore, these courses are **not** available to homeschoolers. Homeschooled students may claim IB credit only if the course is transferred from an IB school.

*College Prep and Tech Prep courses earn the base weight on the Uniform Grading Scale. Honors courses earn a one-half quality point more, and Advanced Placement, Dual Credit, and International Baccalaureate courses earn a full quality point more than the base weight. For further information about designation of these course levels, see below under “Designation of Courses.”*

**Final Numerical Grade** – List final course grade as a number, not a letter, with up to 3 decimal points beyond zero. This will allow RTT to convert to the SC Uniform Grading Scale. (e.g. 93.723, not “A”)

**Where Completed** – Write “HS” for courses completed in homeschool and “PS” for courses completed in public or private school, or community college. Please submit one *Records Request Form* for each school attended.

**Number of Credits** - One credit equals one Carnegie Unit. One Carnegie Unit by the public school standards equals 150 hours of work. Since students are generally able to cover work more quickly in a homeschool setting compared to a classroom setting, our association will accept 120 hours of work for one credit, 60 hours for ½ credit. However, all Honors level courses must document at least 150 hours of work (75 for ½ credit.)

- 4) If coursework was previously completed at a public or private school, complete a *Records Request Form* so that RTT may obtain a record of this work. Complete one form for each school previously attended.
- 5) If coursework was previously completed at a college or university, enclose a copy of the grade report received from that institution.

- 6) Deadline for transcript enrollment application submissions is September 15<sup>th</sup>. You may submit your paperwork by fax (call 732-6139 to arrange fax time) or electronically to [RTT@Reachgroup.org](mailto:RTT@Reachgroup.org) - or mail the above forms to:

Greta Shealy  
RTT Transcript Coordinator  
PO Box 3525  
Irmo, SC 29063

- ⇒ Those who enroll in RTT late and pay the late fees will be allowed to enroll into the transcript program after the September 15 cut-off date. These applicants will be given 30 days after their approval date to submit their transcript enrollment applications and all necessary forms, including transcripts from schools attended. However, no transcript will be generated from RTT before the end of the school year.
- ⇒ Midterm grades for courses completed during the first semester must be submitted on a grade report sheet by January 15<sup>th</sup>.
- ⇒ Final grades for all courses completed must be submitted on a grade report sheet by June 15<sup>th</sup>.
- ⇒ **Transcript requests must be submitted at least 10 business days before the date transcript is needed in hand, and no less than 10 days following submission of final grade reports.**
- ⇒ **Emergency requests for copies of transcripts (requiring less than 10 day notice) will be honored at the convenience of the transcript coordinator and will incur a \$5.00 fee.**
- ⇒ **Please make copies of all submissions for your own files.**
- ⇒ Transcript members must reapply for the transcript program if they wish to continue in the transcript program each year.

## **RIGOROUS COURSES LEADING TO HOPE, LIFE OR PALMETTO FELLOWS SCHOLARSHIP COMPETITION**

This is where competition comes in. Most students will take college prep courses, while some take more rigorous courses, such as honors, dual enrollment, and/or advanced placement, to increase their overall GPA and in preparation for university studies. International Baccalaureate courses are not available to homeschooled students.

South Carolina offers several merit-based scholarships to worthy students. To be eligible to receive one of the state scholarships, the student must be a legal resident of the State of South Carolina that graduated from high school in S.C.; or successfully completed a home school program as prescribed by law; or graduated from a preparatory high school outside S.C., while a dependent of a parent or guardian who is a legal resident of this State and has custody of the dependent, and must meet in-state residency requirements for college tuition & fees purposes. A student must not owe a refund or be in default on a Federal Title IV or State of South Carolina educational loan.

A student must not have any felony convictions, drug convictions, or alcohol convictions in any U.S. state. (Many drug or alcohol convictions result in the loss of only one year of eligibility. Certain rehabilitation programs may result in regaining eligibility.)

The student must be enrolled as a full-time student in a SC institution of higher education to receive the award.

All students eligible for the SC HOPE, LIFE or Palmetto Fellows scholarship must submit an official transcript to the state and/or the college they will attend which includes a class rank. The rank is generated at the end of the junior and senior year based on the student's GPA only, and is cumulative. The GPA is calculated according to the new SC Uniform Grading Policy. The South Carolina Department of Education provides a copy of the 2007 South Carolina Uniform Grading Scale and related information on their Web site: <http://ed.sc.gov/agency/offices/hsr/UGP.html>

### • **Palmetto Fellows Scholarship**

The Palmetto Fellows Scholarship rewards South Carolina's most academically-talented high school seniors with scholarships to encourage them to attend college in the State. Competition is intense, but the awards are generous with qualifying students receiving thousands of dollars for up to eight terms of full-time study toward their degree (presently \$6700/year for 4 consecutive years.)

Eligibility requirements are: (1) students must score at least 1200 on the SAT or 27 on the ACT, (2) earn a cumulative 3.50 GPA, (3) **and** rank in the top six percent of the class at the end of the sophomore, junior or senior year based on the UGS (for schools with less than 30 students/class, the top 2 ranked students will be eligible.) REACH the TOP can recommend only the top 2 ranked students for this award. **All** other eligibility requirements must be met as well. If a student does not qualify according to rank, they can still receive the Palmetto Fellows by scoring 1400 or higher on the SAT (32 on ACT) and having a 4.0 GPA. The early awards deadline is **December 15, 2007**, and the final awards deadline is **June 15, 2008**. You will be notified by RTT if your student is eligible. It will be *your* responsibility to apply for the scholarship at that point.

### • **LIFE Scholarship**

Residency requirements for the LIFE scholarship are the same as they are for the other state scholarships. To receive a LIFE Scholarship, a graduating senior must meet **two of the three** eligibility requirements:

- Score at least 1100 on the SAT or 24 on the ACT
- Graduate High School with a 3.0 GPA on the S.C. Uniform Grading Scale
- Rank in the top 30% of graduating class

The current value of the LIFE scholarship is \$5000 per year. A student cannot receive both the Palmetto Fellows and the LIFE or HOPE scholarship. Eligibility for awards will be determined at the END of the senior year (Spring semester). Your college of choice will let you know if you are eligible for this award. RTT will verify eligibility on the final transcript.

### • **HOPE Scholarship**

The South Carolina HOPE Scholarship is for incoming freshmen with a 3.00 GPA on a 4.00 Grading Scale who did not receive the LIFE Scholarship or Palmetto Fellows. The HOPE Scholarship is for the freshman year only. Students may gain eligibility to receive the South Carolina LIFE Scholarship beginning in their second year of college.

## DESIGNATION OF COURSES

**☑ Important Note:** It is important that you, as parents, understand these conditions; especially if your student decides to attend college several years after homeschool graduation, or should your high school student return to the public school system. Richland/Lexington District 5 has especially stringent rules regarding the return of students to public high school if awarding Honors credit for homeschool courses. Any courses you have awarded credit as honors courses *may not* be accepted as an honors course by the receiving school unless you are *at least* able to meet the conditions outlined below. End-of-course testing may also be required.

### College Prep/Tech Prep

College Preparatory courses are intended for the student who anticipates enrolling into an institution of higher education with goals of obtaining a two- or four-year degree. Tech Preparatory courses are for students seeking additional training, usually a two year degree in a technical college. They generally require 120 hours of work to complete one Carnegie Unit of credit. If your student plans to seek a two-year degree through a technical college and then transfer to a college/university to complete their four-year degree, you should check with the institutions before hand for information concerning their transferring policies.

Colleges, universities, and the state's two year technical colleges have different requirements. Therefore, the parents and students should thoroughly check their admission policies well ahead of time to be sure your course of study will meet admission requirements.

As you research transferring policies, you may be referred to the Commission on Higher Education. CHE's contact information is listed on the REACH Web site. There you will find a list of statewide courses that will transfer to any college or university in South Carolina. You may visit South Carolina's Tech Systems Web site to learn more about their transferring policies as well.

<http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.HTM>

<http://www.sctechsystem.com/default.htm>

### Honors

Honors courses are intended for students who have the competence to think in complex ways and to apply their knowledge and skills. They are able to think analytically, fully understanding a situation by breaking it apart into smaller pieces, analyzing step by step before drawing a conclusion. They generally require 150 hours of work to complete for one Carnegie Unit of credit (vs. 120 for College Prep.) Students are able to demonstrate rational decision-making and inductive reasoning skills when solving complex problems.

RTT's guidelines for Honors designation will be aligned with the requirements of SCAIHS, the MHSRC and other state homeschool associations, as well as those of public and private schools in South Carolina. According to Section 59-5-68 of the South Carolina Code of Laws and the South Carolina Department of Education's approved Uniform Grading Policy, school districts may designate honors courses and give assigned weighting under the following conditions:

- An honors course must have a published syllabus that verifies rigor that is sufficiently beyond the college prep or tech prep requirements.
- Textbooks and/or other course materials must be differentiated and more rigorous than those used in college prep or tech prep courses. **Note:** Use of *Abeka* or *Apologia* materials alone will *not* be considered an Honors level course.
- Honors courses may be offered in English, Math, Science, and Social Studies. Additional honors courses may be designated in other content areas for courses where students are earning their third or fourth Carnegie unit in the content area, provided the standards listed above are met.


Transcripts will reflect honors designation for any honors course taken **if** they are found to meet the Honors requirements above. **In order to receive Honors credit, you must submit a course syllabus for each Honors course, along with the Course of Study form, in the beginning of the school year, and the course syllabus must reflect the above requirements are being met.** If your student is taking Honors courses at the MHSRC or any other center offering classes to homeschoolers, you must provide a copy of the **FIRST PAGE ONLY** of the syllabus from the course at the beginning of the school year, and the midterm and final report card along with your grade report on January 15<sup>th</sup> and June 15<sup>th</sup> of each year.

### Dual Enrollment

In accordance with the 2007 SC Uniform Grading Policy, dual enrollment courses are offered through participating institutions of higher education and may be awarded the same weight as AP/IB courses on the high school transcript.

Dual enrollment courses are more advanced than the regular high school curriculum. Students who participate are able to earn both high school credit toward graduation and academic credit toward their degree in an institution of higher education. Visit the Commission on Higher Education's Web site for further details concerning their dual enrollment policy.

<http://www.che.sc.gov/AcademicAffairs/DualEnrollment.pdf>

 **Important Note:** A new SC grading scale policy was enacted in January, 2007. All reported GPA's will be recalculated using the new scale for reporting in 2008. You should become familiar with this policy. The South Carolina Department of Education provides a copy of the 2007 South Carolina's Uniform Grading Policy (as well as more information about the changes) on their Web site:

<http://ed.sc.gov/agency/offices/hsr/UGP.html>

• **KEEP THIS INFORMATION FOR YOUR RECORDS!**

| <u>Item &amp; deadline</u>   | <u>Date submitted to RTT:</u> |
|--|-------------------------------|
| Transcript enrollment form – 9/15  |                               |
| Course history – 9/15 (N/A for renewals)                                 |                               |
| Courses in progress form (with course syllabi for honors courses) – 9/15 |                               |
| 90-day completion form – 1/1   |                               |
| Midterm grade report – 1/15  |                               |
| 180-day completion form – 6/1  |                               |
| Final grade report – 6/16  |                               |