Transcript Clarification

An official transcript of all courses taken in high school (secondary school) MUST be submitted.

REQUEST THIS FROM THE SCHOOLS YOU ARE CURRENTLY ATTENDING OR HAVE ATTENDED. Include current courses. If final grades are not yet available for current courses, submit the most recent grades/evaluations. Official school transcripts for all high school years **MUST BE SUBMITTED** on student's behalf.

**The 3rd year of middle school (9) is considered secondary school in the US.*

Table A

US Grading Scale	Percentage of Possible Points Earned In Course	Description Of Quality
A	92-100	Excellent
B	83-91	Good
C	74-82	Average
D	65-73	Below Average
F	Below 65	Failure

Table B

International Grading Scale	Percentage of Possible Points Earned in Course	Description Of quality

In order to insure that correct credit can be given for your course work outside the US, please **complete Table B** ⇦

OR request an official grading scale from each high school attended.

****Make copies of this page as necessary.**

Student's Full Name: _____

Academic Year:_____ Grade Level:_____

Name of school where courses were taken:

_____

Subject	Grade given for quality of work	US Letter grade equivalent	Number of days per week class met	Average number of minutes per class period	Number of weeks class met

Note: For a student applying to Saint Paul Lutheran High School and interested in an American high school diploma, the above information **MUST BE RECEIVED**. Course work completed at other schools will not be recognized for credit if the information is not supplied for each course taken at a high school (secondary school) at a non-United States school prior to enrolling at Saint Paul Lutheran High School.

Direct all correspondence to: Saint Paul Lutheran High School Attention: Bill Lemmons
Fax: 660-463-9406 blemmons@splhs.org Phone: 660-463-2238 ext 313

Signature _____ Relationship to student _____

Date: _____ Email must be provided: _____