



## Common Transcript Form for School Selection

**Instructions:** The student's previous or current school must provide their grades **AND** attendance. Only LETTER GRADES are accepted. Schools should use the rubric below to translate the child's numerical grades, standards, or academic progress to a letter grade and we will honor the correlation that the school has made for the final grade in each of the core subject areas. Failure to include both grades and attendance for at least one year may result in an incomplete application and the student may be marked **ineligible** for the criteria-based schools/programs to which they applied. Ineligible students will not be entered into the lottery for that school/program.

### SECTION I: To be completed by the applicant

Student Information			
Student's First Name		Middle Initial	
Student's Last Name		DOB (MM/DD/YYYY)	
Parent/Guardian's Name			

### SECTION II: To be completed by the applicant's sending school

Sending School Information	
Sending School's Name	
Sending School's Address	
Sending School Administrator's Name	
Sending School Administrator's Telephone	
Sending School Administrator's Email Address	

### SECTION III: To be completed by the applicant's sending school

**School Administrator:** Using the Grading Rubric below, circle the appropriate letter grade for the four (4) core subjects in the table below, based on the student's **final report card grades for the 2021-2022 and 2022-2023 school year.**



Student's Full Name		DOB (MM/DD/YYYY)	
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Grading Rubric	100-90 = A
	89-80 = B
	79-70 = C
	69-60 = D
	59-50 = F

Courses		2021-2022 School Year	2022-2023 School Year
Circle either: • An ELA grade, <b>or</b> • <u>Both</u> a Reading <b>and</b> Writing Grade <i>(If both a Reading and Writing grade exists, enter the average of these two grades in the application)</i>	ELA	A B C D F	A B C D F
	Reading	A B C D F	A B C D F
	Writing	A B C D F	A B C D F
Math		A B C D F	A B C D F
Science		A B C D F	A B C D F
Social Studies		A B C D F	A B C D F
Attendance		2021-2022 School Year	2022-2023 School Year
Total Number of UNEXCUSED Absences			

Completed or currently enrolled in Algebra I ☐ YES ☐ NO

I do hereby affirm that this official academic record is accurate and complete.

Administrator's Name (Printed):	
Administrator's Signature:	
Date:	