

TRANSCRIPT REQUIREMENTS AND CREDIT INFORMATION

A. Official transcripts are required of all students entering grades 9-12:

1. Grades 9-11: A copy of an officially STAMPED transcript will be accepted for initial screening
2. **Official** Stamped transcripts must be included with the final application
 - a. a stamped original-language transcript
 - b. a stamped officially-translated English-language transcript
3. **NO** reconsideration for past work will be given for **ALTERED or CHANGED** transcripts
4. To play sports in 9-12, another **official** transcript must be submitted to CIF approved translators
5. Grade 12 students are not presently being accepted. The following is for exceptional decisions:
Officially STAMPED transcripts must be in with the application for initial screening
 - a. a stamped original-language transcript
 - b. a stamped officially-translated English-language transcript

If exceptional acceptance is granted, senior must take a **full load** (14 credits) for a CHS diploma.
Minimal college counseling/transcript assistance is available for senior transfer students.
6. All students must be under age 20 at time of graduation to be accepted.

B. Grades 9-11 Credits: (all subjects taken must be verified as to hours and content)

1. Out of Country Transcripts:
 - a. all **accepted** subjects will receive a "Credit" — not a letter or number grade *
 - b. the maximum number of transfer credits for grade 9 is 7 classes (14 CHS credits) usually:
 - (i) EFL English
 - (ii) World History or a combination of at least 3 (usually geography, history and politics)
 - (iii) Math
 - (iv) Physical Science (combination of both physics and chemistry)
 - (v) ½ year credit Computer/Technology **OR** Fine Arts
 - (vi) Foreign Language II (if educated in 1st language for 2 semesters through grade 9)
 - (vii) ½ year credit Physical Education
 - c. the maximum number of transfer credits for grade 10-11 is 7 classes (14 CHS credits)
 - (i) only clearly defined course work will be accepted as equivalent
 - (ii) hours in class per week or units of credit must be equivalent to CHS
 - (iii) unmarked / undefined subjects will receive a credit only
 - (iv) honors or IB grades issued by accredited institution receive letter grades
 - d. all students must take a **full load** (14 CHS credits) to remain in SEVIS (I-20) status
 - e. second semester grade 11 transfer students must go to summer school for US History
2. Out of State Transcripts:
 - a. all credits from regionally accredited schools will receive the letter grade issued
 - b. all credits from any non-accredited school will receive "Credit" – not a letter or number grade*
 - c. the maximum number of credits for 9-11 is 7 classes (14 CHS credits)
 - d. all course work must be clearly defined to receive equivalent CHS credit

C. Grade 12 Credits: (Grade 12 students not presently accepted) Exceptions only:

1. All Out of Country transfer rules above apply
2. All Out of State transfer rules above apply
3. All Official transcripts must be turned in with the application

D. Grades 1-8

1. A copy of an officially STAMPED transcript will be accepted for initial screening
2. Official transcripts must be included with the final application
3. The past two years' grades are required

E. Charges for Transcript Requests

1. For presently enrolled students applying to college, no charge
2. All other requests are \$10.00 each; must be paid for in advance. Special mailing charges apply.