



Veritas Classical Schools
303 Raintree Bend
Peachtree City, Georgia 30269
770-487-8027
www.veritasatlantasw.org
Sherry H. Camp, Director

Accredited by Georgia Accrediting Commission since 2005.

How to Request a High School Transcript from VCS

1. Transcript Request Form - Please complete all of the following data for your student on the forms provided and send documentation to verify each course. Every blank is important and must be completed to date! We understand that current courses/grades may not be available.
2. Veritas Records - Please include all courses and grades for your student. It is your responsibility to also include copies of all progress reports from Veritas from previous years. Also, be sure to note any courses taken at other accredited schools.
3. Course Documentation - If a course was taught and completed at home by a parent or tutor, the following information must be provided to document the course for your file. The parent or tutor must submit the following information for each subject on the "Home Study Course Summary Sheet" provided by Veritas.
 - Course Title
 - Course Description
 - Teacher's name
 - Teacher's credentials
 - Name of textbook
 - Publisher of the textbook
 - Number of hours spent on the subject
 - Examples of Assessments (2)
4. School Documentation - If a course was taught and completed at a local school or through a program that is accredited, please ask the institution to send us a Report Card or Transcript with all of the relevant data (courses, grades, dates, etc.). Mail to:

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5. Credits - Through instructional time, a student must accumulate 120 hours per year per course for 1 Carnegie Unit or 60 hours per semester per course for ½ Carnegie Unit. A student is required to have a minimum of 22 credits (or Carnegie Units) in specific courses to graduate from Veritas.
6. Veritas requests that all incoming Seniors send their course information to the school during the summer BEFORE their Senior year. This will allow us time to enter data and create a transcript to keep on file. This will be important as Seniors start to apply for colleges, seek ACCEL and HOPE Scholarship funds, etc. Please do not wait until the last minute to provide us with this important information. Transcripts take a minimum of 2 weeks to complete.

Veritas Transcript Request Form – Student Information Page

Student:		
Last	First	Middle
Sex:	Year of Graduation:	
Birth Date:	Social Security #:	
Parent's Names:		
Street Address:		
City/State/Zip:		
Phone:		

***Include a copy of SAT and/or ACT scores with records.**

SAT Scores		Math		Critical Reading	
Writing		Essay		Multiple Choice	
ACT Scores		Math		Science	
English		Reading		Composite	

Graduation Requirements (Adopted 2005 from the Georgia Accrediting Commission)

Subject	Credits Required	
<i>Language Arts</i>		4
	English 9	(1)
	English 10	(1)
	English 11	(1)
	English 12	(1)
<i>Mathematics</i>		4
	Algebra I	(1)
	Geometry	(1)
	Algebra II	(1)
	Selective Above Algebra II	(1)
<i>Science</i>		3
	Physical Science	(1)
	Biology	(1)
	Selective	(1)
<i>Or:</i>	Biology	(1)
	Chemistry	(1)
	Physics	(1)
<i>Social Studies</i>		3
	World History	(1)
	U.S. History	(1)
	Economics	(.5)
	Government	(.5)
<i>Health/Physical Education</i>		1
<i>Foreign Language</i>	Two years of the same language (2)	2
<i>Fine Arts/Technology</i>		1
<i>Foreign Language III</i>		1
<i>Electives</i>		4
TOTAL: (Carnegie Units)		22



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Home Study Course Summary Sheet

(Documentation to receive credit for high school course work. Make copies as needed.)

<i>School Year:</i>	<i>Semester:</i> <input type="checkbox"/> <i>Fall</i> <input type="checkbox"/> <i>Spring</i>
<i>Student:</i>	<i>Grade Level:</i>
<i>Is the student a full-time Veritas Student?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
<i>Course Title:</i>	
<i>Course Description:</i>	
<i>Text Used:</i>	<i>Publisher:</i>
<i>Teacher/Tutor's Name:</i>	
<i>Teacher Credentials - Educational degree:</i>	<i>Major area of study:</i>
<i>Number of Hours spent on Course:</i> <i>Fall Semester:</i>	<i>Spring Semester:</i>
<i>Examples of assessments (2)</i>	
<i>First semester numerical grade:</i>	<i>Second semester numerical grade:</i>

**Complete ONE form per course. Attach relevant documents to support the numeric grades. (i.e. – exams, progress report, written report, examples of student's work, etc.) Bundle all sheets by grade level.*

I verify that the above information is true and correct and request that this be included in the student's permanent school record.

Teacher's Signature

Date