

Please note that this packet is for those participating in the graduation ceremony.

Instructions:

Please remember the main purpose of an official final high school transcript is to be appealing for college application. If your child is not interested in college now, they may in the future. Below are some tips to accomplish this goal.

- This form must be printed out and mailed in with payment. You can not complete this form online.
- An official transcript is only one page long. Keep it brief and to the point.
- A final high school transcript should only be for 9th grade and up. If you have been enrolled with Rosewood prior to 9th grade, do not include those grades.
- Only include grades earned while at Rosewood. Do not include any subjects/grades from other schools. You may send in proof of credits prior to Rosewood, but it is not required. When you sign off at the bottom of the transcript, you are stating that your child has met all credit requirements set forth by Rosewood. If your child has indeed not met the credit requirements, the person being short changed is your child. Please keep that in mind.

Completing Form:

- **GPA:** The GPA you put here is the GPA for any grades achieved 9th grade and up (regardless to whether achieved at Rosewood or not.) You can find a good high school gpa calculator here: <http://gpacalculator.net/high-school-gpa-calculator/>. There are many more available on-line if you don't like this particular one. If you do not include a gpa, there will not be one on the transcript.
- **ACT/SAT Scores:** If student has not taken ACT/SAT tests (which is not required for a standard diploma) or if you are waiting on score results, we can add those scores in later. NO problem.
- Each column will accommodate one year's worth of subjects/grades - Please divide the subjects out into the grade levels into which they go. Example:
- Correct

10th Grade	11th Grade
Biology w/o Lab American History English 10 Algebra I	Chemistry w/ Lab World History English 11 Algebra II

- Incorrect:

Biology w/o Lab Chemistry w/ Lab American History World History	
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English 10 English 11 Algebra I Algebra II	
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- Each page will accommodate two years' worth of subjects/grades.
- If you have been enrolled with Rosewood for more than two years, you will need to print out and fill out two pages.
- **BE SPECIFIC:** Do not just put science, math, or history. Put the specific course such as Biology, Chemistry, Environmental Science, etc. If there was a lab involved, please make a note of it. Example: Biology w/ lab or Biology w/o lab. **I do not need to know the name of the curriculum. What needs to be on the transcript, is what a college will want to see.**
- It is better to put a number grade than a letter grade. For instance, a 98 is better than an A.
- **Extracurricular Activities/Awards:** The transcript is only one page. This is the actual space that is available on the transcript to list extracurricular activities. If you have an extensive list and it will pertain to what your child will be attending college for, you can include a brief summary in the provided space and then a note that a more in depth version can be provided upon request **FROM THE STUDENT**. Extracurricular activities are not given a grade/credit and should not also be listed in with the subjects given a grade/credit.

Extracurricular Activities:	Grading Scale: A / 90 - 100 B / 80 - 89 C / 70 - 79 D / 60 - 69 F / Below 60
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- **Dual Enrollment** - If any of the classes were completed via dual enrollment, please put an * beside the course along with a note listing the college so I can note it on the official transcript.

For Graduates ATTENDING the Graduation Ceremony
 Rosewood Academy & High School - 1301 Rosewood Drive, Maytown, AL 35118
rosewood.bidwell@gmail.com - 205-586-4842

Final High School Transcript

Graduate name as it should appear on diploma		Address	
Gender		City/State/Zip	
DOB		Phone	
Parent		Last Year Attended Rosewood	
Diploma Type: (Pick one) <input type="checkbox"/> Advanced College Prep <input type="checkbox"/> Academic <input type="checkbox"/> Standard	Graduation Date:	Final GPA: This should be the cumulative GPA for 9th - 12th grades	ACT/SAT Score:

Grade Level- (Such as 10th grade, 11th grade, etc)	Final Grade	Credits	Grade Level-	Final Grade	Credits
Subjects:			Subjects:		

If more space is needed please print another page.

Extracurricular Activities: 	Grading Scale: A / 90 - 100 B / 80 - 89 C / 70 - 79 D / 60 - 69 F / Below 60
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I certify that the above information is true to the best of my knowledge and my child has met all credit requirements to graduate.

Signature of Parent

Date

Instructions:

- Don't forget to supply the grade level above.
- Grades are done by year and not by semester.
- Make sure to include a note that includes addresses of any colleges to which you want the transcript mailed.

Please choose the one that applies to your family: I do _____ do not _____ still have children enrolled with Rosewood Academy.

Fees:

- _____ \$60 Graduation Fee (includes transcript, diploma, and padded cover) if postmarked by March 15
_____ \$85 Graduation Fee (includes transcript, diploma, and padded cover) if postmarked March 16 - April 1
_____ \$110 Graduation Fee (includes transcript, diploma, and padded cover) if postmarked April 2 - April 15
_____ \$160 Graduation Fee (includes transcript, diploma, and padded cover) if postmarked April 16 - April 30
_____ \$210 Graduation Fee (includes transcript, diploma, and padded cover) if postmarked May 1 - May 7

_____ Total Payment Included

*Payment must be submitted at the same time as the Graduation Registration Form and Transcript Request Form.
No personal checks.

- Please send to:
Rosewood Academy & High School
1301 Rosewood Drive
Maytown, AL 35118

Please make payment out to Rosewood Academy

Congratulations to your graduate (and you too)!!!

College/Military Application: Rosewood Academy is happy to send your official transcript for college/military application for you with your written request (email is fine). Please include the full address for where you want the transcript sent.

Rosewood Academy & High School Graduation Ceremony

Name of Parent/Guardian: _____

Name of Graduate: _____

Parent Contact Info:

Phone - _____

Email Address - _____

Facebook - _____ (This is for the Facebook page we will create to disseminate important info concerning the ceremony. Please list the name you are listed under on Facebook.)

ACT/SAT Score: _____ (This is optional but will determine who will be our valedictorian/salutatorian. Student must have been enrolled for entire year, give speech at ceremony, and submit ACT/SAT score by the April 1 deadline.) The Valedictorian/Salutatorian will be notified directly before April 15.

Will your graduate be joining the military after graduation? _____

If so, what branch of the military? _____

Any details you wish to share: _____

Has your graduate been accepted into college? _____

If so, what college? _____

List any scholarships/awards/honors you would like us to announce at the graduation ceremony:

Are there any other after graduation plans you would like to share such as a job opportunity, internship, traveling, etc?

Performance at the Ceremony

Name of Parent/Guardian: _____

Name of Graduate: _____

Please only submit this page if your graduate would like to perform at the graduation ceremony. (Totally optional! It can be singing, instrument, gymnastics, reading a poem etc...) This is what personalizes the ceremony and makes it special. Please consider participating.

I would like to perform the following at the ceremony:

Please list below any special setup, etc that you will provide or need us to provide. Any music you need at the ceremony will need to be provided by you on a CD. (Music cannot be from a phone.)

Please provide us with a short introduction to the performance (Ex: If you student is playing the piano...provide the name of the piece, how many years been playing, etc.)

Slideshow & Diploma

Parent Name _____

Graduate Name _____

Nickname _____

Diploma:

Who would you like to hand you the diploma? Please pick one:

Rosewood Administrator: _____

Other: (Name) _____

This person can be a parent, siblings, pastor, or anyone you choose. This person does not have to make a speech (but can if they want). We set up the stage according to this, so please make your decision now and not the day of the ceremony.

Slideshow - **If you are sending this form in after April 15, your graduate will not be able to participate in the slideshow, so leave the slideshow section blank.**

The graduation ceremony will feature a slideshow of the graduates. We will set up a private Facebook group where all pictures must be uploaded by the April 1 deadline

I do not want to participate in the slideshow

I do want to participate in the slideshow. We will also send you information on providing us digital photos of your graduate to be included in the slideshow.