Cisco College Home School Transcript Requirements

The home school transcript must clearly display the following information.

- Student’s name (first, middle, last) and date of birth.

- For each course completed include the following:
  - Specific course title
  - Units of credit for each
  - Time frame or semester in which completed
  - Grade received
  - Description of grading system used such as a grade scale or grade key
  - Graduation date (month/day/year) indicating completion of secondary school education.
  - The name of the home school administrator who organized, taught and evaluated course work if not the parent.

- The following statement, or one substantially similar, shall appear above the parent signature line described in item.
  
  “I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred.”

- Name and address of parent or legal guardian with a space for their signature.

- The transcript is to be signed in the presence of the Notary Public.

- The transcript must be notarized, and include:
  - Notary Public signature
  - Printed name
  - Date
  - State and county
  - Date commission expires

- The transcript must be mailed by the preparer directly to:
  - Cisco College
  - Admissions
  - 101 College Heights
  - Cisco, TX  76437

- The transcript may also be hand delivered to the Admissions Office in Cisco or Abilene in a sealed envelope.

If assistance is needed in creating a home high school transcript, the website www.hslda.org might be helpful.