



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.hslida.org might be helpful.