

Sample Secondary School Record

Student Name:

Parent or Legal Guardian Name/ Address:

Sex:

Date of Birth:

Social Security Number:

Enrollment Date:

Graduation Date:

Academic History

2001-2002

Course Name Grade Earned Credits

Total Credits: G.P.A.:

2002-2003

Course Name Grade Earned Credits

Total Credits: G.P.A.:

2003-2004

Course Name Grade Earned Credits

Total Credits: G.P.A.:

2004-2005

Course Name Grade Earned Credits

Total Credits: G.P.A.:

ACT Scores:

Total Credits Earned:

Cum. G.P.A.:

English: Reading: Math: Sci. Reasoning: Comp:

Primary Instructor Signature: _____

Date: _____

Secondary School Record Notes

1. The Secondary School Record does not need to follow the exact outline shown above. It simply needs to include the given information in a clear, logical format. Documentation should be typed and professional in appearance.
2. If the student has not completed home school coursework, please include an **anticipated** graduation date and list all courses taken to the present date.
3. ACT (or SAT) scores are required for admission to Faith Baptist Bible College. If the student has not taken them, please include the **anticipated** date of testing.
4. When all information becomes available, please submit a final record to the Admissions office.
5. If the student has participated in any extracurricular activities during high school, please attach a list of the activities to the school record.