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| OFFICIAL HIGH SCHOOL TRANSCRIPT |

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| Student Information | School Information |
| Full Name:  Address:  Phone Number:  Email Address:  Date of Birth:  Parent/Guardian: | **Name:**  **Address:**  **Phone Number:**  **Email Address:**  [**Expected**] **Graduation Date:**  **Contact:** |

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| **ACADEMIC RECORD** | | | | | | | | | |
| **Course Title** | | | Final Grade | | Credit | | **Course Title** | Final Grade | Credit |
| **9th GRADE** | | | **20XX–20XX** | | | | **10th GRADE** | **20XX–20XX** | |
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| **11th GRADE** | | | **20XX–20XX** | | | | **12th GRADE** | **20XX–20XX** | |
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| **Academic Summary** | | | | | | | **Notes** | | |
| **Year** | **Yearly GPA** | **Cumulative GPA** | | **Credits Earned** | |  | | | |
| **9th** |  |  | |  | |
| **10th** |  |  | |  | |
| **11th** |  |  | |  | |
| **12th** |  |  | |  | |
| **I self-certify and affirm that this is the official transcript and record of** [Enter student’s full name]**’s**  **academic studies from** [**fall** **20XX through fall 20XX** or **20XX through 20XX**]**.**  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Enter administrator’s full name] **(Administrator of records)** | | | | | | | | | |