

Educational Information Applicant's Name _____

Transcript of Grades Cover Sheet

This side is to be completed and signed by an administrator at your current school. (If there are no bilingual administrators available, the student and his or her parents must secure the services of an English translator to help an administrator complete this form.) If the student has not completed any years of secondary school and is unable to supply an official transcript, please contact the school the student is applying to about how to proceed.

Current School Administrator—Please attach an official copy of the student's transcript to this page.

Name of School Student currently attends: _____

Type of Curriculum (e.g. U.S. system, international Baccalaureate (IB), Korean system, etc.) _____

American Grades	Student's Grades (words) Your System	(Number or letter) Your system
Superior A+		
Excellent A		
Very Good A- or B+		
Good B or B-		
Average C		
Sufficient C-		
Poor D		
Failing F		

What grade level will the student have completed before arriving in the host country?

Check one: ___6 ___7 ___8 ___9 ___10 ___11 ___12

What grade level will the student wish to enroll in upon arrival in the host country?

Check one: ___6 ___7 ___8 ___9 ___10 ___11 ___12

Does the student wish to graduate and receive an official diploma from the school he or she is applying to? _____

A high school diploma or graduation from the school in which he or she studies abroad is not guaranteed to any international student. Credit for academic achievements earned while solely the student's home-country school upon the student's return to his or her home country or the host school shall determine abroad if the student graduates from it. The host school cannot guarantee specific courses, but those courses may be available for the student. Please list any courses you recommend that this student be enrolled in while studying abroad.

Recommended courses for this student: _____

I have attached a course profile that describes the content of the courses the student has taken. ___yes ___no

I have attached an official copy of the student's transcript. ___yes ___no

I have **translated** the student's transcript using the form provided. ___yes ___no

Current School Administrator's Name (please print) _____

Signature: _____ **Date:** _____

Educational Information Applicant's Name _____

Transcript Translation

To be completed by your current school administrator. STUDENT: please do not fill this out. Provide a translator if your current school administrator is not bilingual and is not familiar with the U.S. style of grading.

Grade _____	School Year ____/____ - ____/____	(month/year-month-year)	Hours per week _____
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.

Grade _____	School Year ____/____ - ____/____	(month/year-month-year)	Hours per week _____
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.

Grade _____	School Year ____/____ - ____/____	(month/year-month-year)	Hours per week _____
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.

Grade _____	School Year ____/____ - ____/____	(month/year-month-year)	Hours per week _____
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.
Class:	Final Grade: U.S. equiv.	Class:	Final Grade: U.S. equiv.

Translation Conducted By:

Translator's Name (please print): _____

Signature: _____ Date _____

Please return forms to Grace Academy, 8521 67th Avenue NE, Marysville WA 98270 attn. Natelle Austin or email to naustin@graceacademy.net.

