

## TRANSCRIPT GRADE

### 1 - STUDENT IDENTIFICATION

Student Name:

Year of Graduation:

Note: Please be sure that courses and grades from current and two previous years are included.

If current grades are not available, please list current courses.

### 2-SCHOOL INFORMATION

School Name:

**Address:**

Telephone:

Fax:

Name of Principal:

This school may be best described as the following (check all that apply):

- Public       Private       University preparatory  
 Vocational       Other (Please describe): \_\_\_\_\_

### 3 - STUDENT STATUS

Student's current year in school: \_\_\_\_\_

Rank in class or other grouping: \_\_\_\_\_ Current GPA/average grade: \_\_\_\_\_

If your school does not rank students numerically, indicate the student's standing in relation to others in the class:

- Top quartile       2nd quartile       3rd quartile       Final quartile

By end of current school year student will have had \_\_\_\_ years of primary and \_\_\_\_ years of secondary schooling.

#### 4 - EXPLANATION OF GRADING SYSTEM

Outstanding = 9,5 to 10,0 or A+ or A

Very Good = 8,0 to 9,4 or A- or B+

Good = 7,0 to 7,9 or B or B-

Average/fair = 5,0 to 6,9 or C+ or C

Poor = 4,0 to 4,9 or D (Insufficient)

Failing = 0,0 to 3,9 or F (Failing)

#### 5 - LANGUAGE PROFICIENCY

Foreign Language: \_\_\_\_\_

Proficiency (1 = Poor, 2 = Marginal, 3 = Short Sentences, 4 = Fluent)

##### English

Reading 1 2 3 4

Writing 1 2 3 4

Speaking 1 2 3 4

Understanding 1 2 3 4

##### Other language:

Reading 1 2 3 4

Writing 1 2 3 4

Speaking 1 2 3 4

Understanding 1 2 3 4

#### 6 - STUDENT ADVANCEMENT/ATTENDANCE

Has the student missed or repeated a year or semester?

No  Yes  If yes, indicate which year/semester and give reason: \_\_\_\_\_

Is there a history of frequent absences of two or more a month?

No  Yes  If yes, attach an explanation. \_\_\_\_\_

**7 - ACADEMIC STUDENT RECORDS (Examples A+, A , B+, B)**

CURRENT ACADEMIC YEAR COURSES	FINAL GRADE	PREVIOUS ACADEMIC YEAR COURSES	FINAL GRADE

PREVIOUS ACADEMIC YEAR COURSES	FINAL GRADE	PREVIOUS ACADEMIC YEAR COURSES	FINAL GRADE

Sua cidade

Data

Nome diretor ou coordenador  
(Assinatura e carimbo)