

HOME SCHOOL HIGH SCHOOL TRANSCRIPT GUIDELINES

For authentication purposes, Rio Salado College will review your high school transcript.

The home school high school transcript must clearly display the following information:

- 1) Student's name (first, middle, last) and date of birth
- 2) For each course completed, include the following:
 - ✓ Specific course title
 - ✓ Units of credit for each
 - ✓ Time frame or semester in which completed
 - ✓ Grade received
- 3) Description of grading system used such as a grade scale or grade key
- 4) Graduation date (month/day/year) indicating completion of secondary school education
- 5) The home school administrator is the person who organized, taught, and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
- 6) The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:

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.
- 7) 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 (see item 8 below).
- 8) The transcript must be notarized; to include:
 - ✓ Notary Public Signature
 - ✓ Printed Name
 - ✓ Date
 - ✓ State / County
 - ✓ Date Commission Expires

The transcript containing the original notarized seal must be mailed by the preparer directly to:

Rio Salado College
Admissions and Records
2323 W. 14th St.
Tempe AZ 85281

If assistance is needed in creating a home school high school transcript, the following website may be helpful: <http://www.hslda.org/>