

# North Atlantic Regional High School

Courses • Credits • Portfolio • Transcript • Graduation



## Handbook

2013/2014

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Yakima, WA 98902  
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3	About NARHS
5	Registration
6	About Home Schooling
7	About Credits
10	About Grading
12	About Courses
18	Credit Requirements
30	Portfolio Review
38	Home School Transcript
42	NARHS Transcript
44	Additional Resources
47	Index

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*W*elcome to North Atlantic Regional High School.

NARHS exists because of our strong commitment to the community of home schoolers. If we can provide support, advice based on experience, and time-saving techniques that keep your home-based instruction functioning smoothly, we have done our job. We hope to supply you with a sense of identity, especially through our newsletters that feature current NARHS students. Recently produced manuals and documents such as the Resource Advisor, Log Book, website and now our updated, condensed manual will complement your home learning with current information. Beyond these NARHS ingredients, our staff enjoys tremendously contributing to your success. We are working together to make possible the best education experience your child could possibly enjoy.

April Thome  
NARHS Director

Today's educational choices abound and we believe we can help you combine those resources to develop a successful comprehensive transcript that will lead to graduation propelling you into the future of your dreams. Our team can advise a custom education for your student that is personal, flexible, and suited to your lifestyle. In keeping with this mission, we strive to equip the students (and their parents) with the skills and resources necessary for non-stop, lifelong learning.

The mission of North Atlantic Regional High School is to provide a route by which public school students, private school students, home school students, and adults may complete high school courses, receive credit, and conclude their high school career with a diploma from our state-recognized private school of Maine.

Education is our focus. We work with parents, teachers, schools, counselors, military recruiters, college admissions officers, scholarship administrators, and others. Our academic advisors are certified teachers, many with years of experience in education and home schooling.

We welcome you to explore our website and this handbook. In addition, our office leaders are available to answer questions and guide you through the registration process. Please call **1.800.882.2828 from 9:00-3:00 Pacific Time**.

Founded and incorporated in 1989, North Atlantic Regional High School is located in Auburn, Maine. NARHS is a state-authorized private school, recognized by the Department of Education. [www.Maine.gov/DOE/](http://www.Maine.gov/DOE/) Click on "Directory of Maine Schools," scroll down to "Private School Systems," click on "Private Schools Recognized as Providing Equivalent Instruction," scroll down to "North Atlantic Regional High School." We adhere to the foundational core curriculum outlined by the state, but we assist students in planning and delivering a custom-designed program, whether he or she is attending public school, private school, taking college classes, or being home schooled. We diligently work with our families to achieve the required credits to graduate.

Our students come from a mix of home school, public school, and private school arenas. Many NARHS families have unusually high interest in the care, development, and education of their children. Some students are just beginning their high school career and some are coming back to school to earn their diploma, while some students are already attending college. With such diversity, we work hard to create a solid academic program for each. Our role is to help advise, encourage, evaluate, and coordinate learning plans that meet the state requirements while parents are making curriculum, teaching, and content choices. We want to be a valuable resource to our families .

Courses and credits are reviewed by our academic advisors (certified teachers) and once the student has acquired the necessary credits, he or she is eligible for a high school diploma. Students graduate from NARHS with varying numbers of high school credits according to the student's ability, ambition, and academic goals.

Not surprisingly, our graduates have continued down a variety of paths. Some graduates have joined the work force or military, and some have gone on to earn a college or technical degree. The list of graduates at top schools like Harvard, Johns Hopkins University, and Juilliard continues to grow. Our program has helped with unique situations such as missionary students, students with acting careers, professional sports and Olympic figures, as well as professional musicians. It exciting to be a part of students' lives and invest in their future.

In recent years, we have been gratified that public schools and other private schools in numerous states have referred students to NARHS.



### Registration:

1. Each year, download Registration Form, Curriculum Design Worksheet (CDW), and Integrity of Study (IOS) from [www.NARHS.com](http://www.NARHS.com)
2. CDW: Submit to advisor **prior** to beginning work.
3. Mail signed Registration Form, CDW, IOS, and payment to:  
14 South 6th Ave., Yakima, WA 98902.
4. Call 1.800.882.2828 for Credit Card Payments.

### School Year: September 1st - August 31st

The official school year begins September 1st and ends August 31st. School work completed during these months can be considered for high school credit, including school work completed during the summer months. In this case, be sure to continue logging hours in your yearly log book and yearly portfolio.

### High School Student by Definition

A student who will turn 14 during the school year (after September 1st and before August 31st).

A student under the age of 14 who has earned high school or college credit in English, Math, Science, or Social Studies from an educational institution. Proof is required.

A student under the age of 14 earning three credits in English, Math, Science, or Social Studies from high school level textbooks.

A student 14 years or older.

### The Process:

Register with NARHS. Choose high school level texts, program, and projects. Submit Curriculum Design Worksheet (CDW) to assigned (certified teacher) advisor. Work at student's own pace between **September 1st and August 31st**. Student completes course work, parent grades course work, and student corrects course work. In addition, parent is documenting/recording all completed work and student is logging hours when required.

During the suggested months of **May through August**, or before, submit home school transcript and completed coursework in a yearly portfolio (must be received by October 31st to avoid \$25 late fee per month). Portfolio is reviewed, credits are allocated according to amount of courses successfully completed, documented, and proven with evidence, and the portfolio is then returned.

Based on reviewed credits, a yearly NARHS transcript is prepared documenting met requirements and an unofficial NARHS transcript is mailed to the family.

### Important Dates:

Early Registration: April

School Year: 9/1 to 8/31

Portfolio Submissions Suggestion: May - August or before

Late Portfolio Fee: Must receive portfolio by October 31 to avoid late fee.

What is Home Schooling?	<p>Home schooling is parent directed education. Parents and students decide the direction of the student's learning plan. This learning plan may be based on the student's abilities, interests, and learning style. In addition, it is up to the parent and student to determine the best path for the student's future providing what the parents feel is in the best interest of the student.</p> <p>Home schooling does not necessarily mean a transfer of information from the parent to the student. It is customizing the student's education. It may include providing advanced courses or labs at the local public high school or courses at the college. Perhaps it includes online courses, co-op courses, or skill center courses.</p> <p>Home education is legal in every state, but each state has its own regulations. It is vital that you follow your state's requirements in order to participate with NARHS. Some states work with home-schooled students and encourage participation in public or private school activities.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Benefits of Home Schooling	<p>Benefits of Home Schooling:</p> <p>TIME: Student develops a timeline and schedule that works. This renders a sense of freedom and perhaps even motivates the student to achieve more.</p> <p>FREEDOM: When the student uses the morning to work in the books then she might be interested in researching hovercrafts, drawing, practicing her violin, running, attending a workshop, seeing a play, or taking a hike in the afternoon.</p> <p>EXPERIENCE: The student is able to experience a variety of opportunities and explore his interests and talents more thoroughly.</p> <p>UNLIMITED: Earn high school credit doing the things enjoyed!</p> <p>INTERESTS: Concentrate in the areas that captivate the student.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Books & Curriculum	<p>Books &amp; Curriculum: Self-motivated students have a variety of materials to choose from: textbook courses, and self-designed courses, Internet courses, video courses, correspondence school courses, and more. Curriculum can be designed around the strengths (and weaknesses) of the student.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Compulsory School Attendance Law	<p>Compulsory School Attendance Law: A law enacted by each state that requires students to be in an authorized educational program when they reach a certain age. When a student reaches the ending age of the Compulsory School Attendance law, he or she may leave any educational program without seeking any special permission and without parental consent. Once a student has earned his high school diploma, he is no longer subject to the compulsory attendance law.</p> <p>From the beginning age to the ending age, the Compulsory School Attendance Law can be fulfilled by 1 of the 4 common provisions: enrollment in a public school, enrollment in a private school, enrollment in a home school program, or "other." "Other" may be provisions authorized by a person with authority to provide exceptions under the law. These may have different titles and include Superintendent of Schools, Chancellor of Public Education, Commissioner of Education, or similar.</p> <p>Exemptions may include injured, ill, or medically recovering children. Unless otherwise provided for by a private school or a home school, these medically limited children are usually given off school grounds tutoring by a public school employee or publicly paid contractor in a program termed "home-bound instruction."</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Colorado Plan	<p>Colorado Plan: The process of completing one academic subject at a time. This plan can work especially well when students are easily distracted or frequently preoccupied with non-academic interest. It can be easier to focus on one academic subject at a time where the all vocabulary is related to that subject. It can be easier to master a course when all the academic information is concentrated around one area of study. With one area of study, there is minimal conflict with other course deadlines for project due dates, mid-term testing, final exams, paper due dates, etc. One subject area controls your academic attention for textbooks, related vocabulary, projects, papers, testing, and so on. While engaged in one academic subject at a time, the student can work daily on music, sports, physical education, drama, a health course, an elective, or other areas of interest.</p>

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7th and/or 8th Grade Credits	<p>7th and/or 8th Grade Credits: If a student has earned home school high school credit during their 7th and/or 8th grade year, one course credit can be included on the student's transcript at no cost. More than one credit can be counted for the 7th and 8th grade years, but at Review and Recovery cost. Courses must be high school level textbook courses and evidence is required. If an institution has awarded the credits, then credits will be accepted at no cost. A 7th grader or 8th grader can earn high school credits and remain in the respective grade.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Activity Credits	<p>Activities: In addition to coursework, NARHS is experienced in evaluating potential courses and credits from other sources. Be diligent in your record keeping and evidence and be certain to follow the Self-designed Course outline. Consult with your advisor for possibilities.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
College Credits	<p>College Credits: A common academic provision is earning high school credits from a college course. An Official Transcript (See Transcript) is required. The college credit will be converted to a high school credit. See below.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
College Credit Conversion	<p>College Credit Conversion: College credits will be converted to high school credits. A typical high school course takes 39 weeks to complete and earns 1-credit, however a college course may only take 15 weeks and may earn 3 credits, depending on the college's system. Therefore, when the college course is converted to a high school course it earns 1-credit.</p> <p>Each college has its own credit system. For example, to earn a Bachelor's Degree from the University of Maine, it takes 120 college credits. Each 3-credit college course will earn 1 high school credit. To earn a Bachelor's Degree from the University of Washington, it takes 180 credits. Each 5-credit college course will earn 1 high school credit. These conversions are the most common.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
College Freshman	<p>College Freshman: According to Maine law, a freshman student who has earned the equivalent of one full year of college credits may be awarded a high school diploma. The vital requirements are an Official Transcript from the college verifying the student's earned credits and Associate's or Bachelor's degree college requirements. With this information, your advisor will determine the number of credits required to earn a high school diploma. The number of credits needed may vary.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Credit Allocation	<p>Credit Allocation: You work at your own pace earning the corresponding amount of credit. For example, if you complete 100 pages in a 400-page text, NARHS awards 1/4 credit (0.25) in that subject. Complete 300 pages and NARHS awards 3/4 (0.75) credit and so on. (The smallest allowable credit is 1/4 credit, also written 0.25.) Schedule your own workload and earn full or partial credit. Of course, each credit amount still requires successful completion, documentation, and evidence.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Credit by Definition	<p>Credit by Definition: A unit of achievement to denote the completion of a course or partial course taken at a high school. Different jurisdictions (states, districts, regions) may have different quantitative numbers associated with a "credit." There is no uniform, nationwide standard to define a high school credit. There is no student age limit, nor a limit to the number of credits a student can earn.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Dual Enrollment	<p>Dual Enrollment: The student takes college courses, earning both college credit and high school credit. Include the Official Transcript from the college in your yearly portfolio or mail it to your NARHS advisor.</p> <ul style="list-style-type: none"> <li>•</li> </ul>

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Foreign Credits	<p>Foreign Credits: NARHS is equipped to accept transcripts written in English. Often, American schools overseas (Department of Defense School, a Mission School, an English speaking country, or other US related school) list the years attended, courses taken, grades earned, credits awarded in English. If the student attended a national school in another country, the transcript is usually in that country's language and NARHS will recommend the following commercial records and document translators:</p> <p style="padding-left: 40px;">Academic Credential Evaluation Institute: <a href="http://www.acei1.com">www.acei1.com</a>          Educational Perspectives: <a href="http://www.educational-perspectives.org">www.educational-perspectives.org</a>          World Education Services: <a href="http://www.wes.org">www.wes.org</a></p> <p>•</p>
GED	<p>GED: In order to pass the GED® test, an examinee must have a combined passing score of 2250; in addition, each individual subject area test score must be 410 or greater. New assessment coming: GED2014® Test at <a href="http://www.gedtestingservice.com">www.gedtestingservice.com</a></p> <p>If a student does not pass the test, but passes a category (410 or higher) the GED passing score can be converted into high school credit as follows:</p> <p style="padding-left: 40px;">Language Arts, Reading (1 credit)          Language Arts, Writing (1 credit)          Mathematics (1 credit)          Science (1 credit)          Social Studies (1 credit) (does not qualify as US History credit)</p> <p>•</p>
Graduation	<p>Graduation: The high school student may graduate once all required (17.5) high school credits are completed. The student can choose his/her graduation date. Graduation date must be after NARHS registration date and after completion of all courses.</p> <p>•</p>
Other Schools	<p>Other Schools: Students who have taken courses in a traditional high school classroom may have already earned credit which NARHS may apply towards graduation requirements. Please request an Official Transcript to be sent to the NARHS office or mailed. See below for more details on requesting transcripts from other sources.</p> <p>•</p>
Other Sources	<p>Other Sources: Scouts, sports camps, space camps, Red Cross Certifications, Water Safety Instructor, First Responder Certification, YMCA/YWCA courses, 4-H, church or synagogue courses, Youth Group, mission work, foreign travel, service corps, community activities, community service, public theater, community choirs and choruses, local bands, lessons in music, art, drama, horseback riding, junior Civil Air Patrol, Service Brigade, flight lessons, marksmanship, SCUBA, firearms safety, horsemanship competition, athletics or sports teams, correspondence courses, employer / employee's documented training, and more may earn high school credit.</p> <p>•</p>
Privacy	<p>Privacy or FERPA: Because our field includes the education of minor-aged children, we must protect their confidentiality. NARHS is subject to the provisions under the Family Education Rights and Privacy Act (FERPA). Information about specific students cannot be released to any person or agency without being authorized by the parent, legal guardian, or the adult student.</p> <p>•</p>
Proficiency Credits	<p>Proficiency Credits: College-Level Examination Program (CLEP) allows you to earn high school credit by taking exams that test mastery of college-level material. Passing a CLEP test earns 1 high school credit. Mail your passing test results (the only document necessary) to NARHS or your advisor. Study guides are available and there are many areas of interest: <a href="http://www.collegeboard.com/clep">www.collegeboard.com/clep</a> for more information.</p> <p>•</p>



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Regionally Accredited Transcript	<p>Regionally Accredited Transcript: NARHS students can qualify for a regionally accredited transcript by earning either an 1180 combined score on the SAT or a combined score of 63 on the ACT. Contact us for more information and additional options.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Residency	<p>Residency: Receiving a Maine High School Diploma will not affect your residency. Credit requirements are based on Maine and NARHS requirements. You may use your own state's requirements as a guideline while fulfilling NARHS graduation requirements. As a resident of your own state you do not lose your eligibility to qualify for state aid, scholarships, in-state tuition rates, etc.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Review and Recovery	<p>Review and Recovery: Past home school years can be reviewed by an advisor and converted to high school credit. Complete evidence is required. Past high school or college credits can be reviewed and converted to high school credit, as well. Official Transcripts are required. Yearly registration rate applies to each recovered year and the student must be registered with NARHS.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Summer Activities	<p>Summer activities such as Camp Counselor, swimming instructor, water safety, religious retreats, educational vacations, and other activities might count for high school credit.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Summer School	<p>Summer School: Courses completed by August 31st of the current school year can be presented in the yearly portfolio for credit.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Team Sports	<p>Team Sports: Providing the team photo, practice and game schedules, logged hours, and a letter from the coach may earn high school physical education credit.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Transcripts	<p>Transcript by Definition: An official record of a student's work showing courses taken and grades achieved.</p> <p>Official Transcripts contain the official seal and an official's signature representing an institution. At a parent's requests, Official Transcripts are sent from one institution directly to the requesting institution in a sealed envelope. This process supports the validity of the document. Request an Official Transcript to be mailed directly to NARHS, attention: your advisor.</p> <p>Unofficial Transcripts are usually given directly to the student for information. They are useful for planning the student's school year based on credits already achieved. By the student's senior year, all Unofficial Transcripts will need to be replaced by Official Transcripts. All credits will be verified before the senior transcript and diploma will be issued.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Transcript Evaluations	<p>Transcript Evaluations: Our academic advisors review past Official Transcripts to determine which NARHS graduation requirements have been met and which requirements the student would need in order to graduate from NARHS. For unregistered students, a 25.00 fee is charged. If student enrolls with NARHS, this fee is applied towards tuition.</p>

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**Class Rank**            Class Rank: Traditional public schools assign a class rank to students. NARHS does not, due to the uniqueness of our program.

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**Co-op Courses**        Co-op Courses: Co-op indicates that someone has been appointed to conduct a class and/or to assist home schoolers in a subject area. These courses are considered self-designed and will require self-design evidence for credit. NARHS does not consider co-op courses as equivalent to credits issued by a high school.

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**Final Grade**            Final Grade: All home school courses must be dated, corrected, and have a final grade. It is preferable to have numeric grades such as 97, 87, 74, .etc. Our *High School Resource Advisor*, available on the NARHS website, has many, many helpful tools in grading a student's work.

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**Grading Scale**        Grading Scale: NARHS converts all grades to the widely-accepted 4-point, unweighted grading scale. This information is published on each NARHS transcript. Most colleges and scholarship committees will convert an incoming GPA into their own grading scale.

93 - 100	A	4.00
90 - 92	A-	3.67
87 - 89	B+	3.33
83 - 86	B	3.00
80 - 82	B-	2.67
77 - 79	C+	2.33
73 - 76	C	2.00
70 - 72	C-	1.67*

**Grades Under 70%**        \*\*70%: NARHS does not accept home school grades under 70% for credit.

When a student earns credit with a grade below 70 from another institution then NARHS will enter the course for credit and apply it toward the diploma requirements. The following letter-to-numeric grade conversion applies:

67 - 69	D+	1.33
63 - 66	D	1.00
60 - 62	D-	0.67

**100% Grades**        100%: If another academic institution issues a grade of 100 then NARHS will enter the course as 100. If home schooled text work, tests, and quizzes receives 100% then NARHS will enter 100, but prefers 97. Keep in mind that perfect scores on a transcript raises red flags for colleges. A score of 97 is still an A and does not reduce the student's GPA.

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**Honors Courses**        Honors Courses: A course can be awarded as "Honors" under the following conditions:  
 A. If the course has been awarded "Honors" by another school and appears on the school's Official Transcript  
 B. If the course is identified by the publisher as an "Honors" course and student has presented evidence that documents following the publisher's design exactly  
 C. If the course was successfully completed from a college textbook and student has presented the publisher designed tests as evidence  
 D. If the student passes a CLEP, DANTEs, or AP test in that subject, then the proficiency preparation course may be awarded as "Honors."

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## Passing (P) Grades

Passing Grades: On occasion, a course may be awarded a passing grade (P). It does not carry point-value toward the student's GPA, but it does earn credit-value toward the diploma requirements.

For example, Driver's Education can earn credit toward graduation requirements, however, it is our policy to give the standard .5 credit and a Passing grade when documented with the student's driver's license.



## Textbook Courses

Be sure your CDW has been submitted to your advisor and approved prior to each school year. For Portfolio Review, include all evidence that substantiates the course grade. For example, if the final grade is the average on all tests, then only the tests are required. If the grade's average is based on tests, quizzes, daily work, and projects, include all of these.

See below for evidence supporting completion of Textbook Courses:

### "All Test" Evidence

- (a) The publisher identifies this textbook or course as a high school-level (or higher).
- (b) The student has completed the textbook.
- (c) The parent is satisfied with the work.
- (d) NARHS academic advisor is satisfied with the documentation:  
Present dated, corrected, graded, end-of-chapter tests, if offered.

### "All Daily Work" Evidence

- (a) The publisher identifies this textbook or course as a high school-level (or higher).
- (b) The student has completed the textbook,
- (c) The parent is satisfied with the work.
- (d) NARHS academic advisor is satisfied with the documentation:  
Present dated, corrected, graded, daily work.

For Year End Portfolio Documentation: Complete, Compelling, and Convincing Evidence of Textbook Completion.



## Self-Designed Courses

Be sure your CDW has been submitted to your advisor and approved prior to each school year. Self-designed (SD) courses are courses that do not lend themselves to textbooks, such as physical education, fine arts, music, etc.

Upon registration each school year, a CDW is required. This form requires a SD Course Description for each SD course. Develop a course description containing the following information: course title, learning objectives, activities, resources and materials, and method of evaluation.

Collect evidence during the coursework in addition to logging hours. 80 hours earns 1 credit and 40 hours earns .5 credits. Typically, one course earns 1 credit. If a course exceeds 80 hours, the course may or may not be divided into additional courses according to your advisor. NARHS publishes a sturdy, spiral bound *Daily Logbook* available in a variety of colors. See below for evidence supporting completion of SD Courses:

- Student is a high school student (See High School Student by Definition)
- A CDW with Course Description has been submitted to NARHS advisor prior to beginning work.
- Parent is satisfied that student has met course objectives.
- Student has completed 80 hours in one self-designed subject area.
- Several Grading Tools (available in our *Resource Advisor*) throughout course and/or graded work.
- NARHS academic advisor is satisfied with documentation: See Portfolio Review for suggestions.

For Year End Portfolio Documentation: Complete, Compelling, and Convincing Evidence of Self-Designed Work.

See the following pages for course description examples.

NARHS requires 17.5 credits to graduate.

Language Arts	4
Mathematics	2
Social Studies	1
US History	1
Science (include 1 lab)	2
Fine Arts	1
Computer Skills	.5
Physical Education	1
Health & Fitness	.5
Electives	4.5
<b>Total</b>	<b>17.5</b>

**Core Curricular Subjects:** Math, Language Arts, Social Studies, and Science

**☐ Computer Literacy: 1/2 required credit**

To meet the diploma requirement of 1/2 credit for Computer Literacy, the student must complete a half-year of study or 40 hours of documented instruction. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - Each student shall be required to demonstrate proficiency in the use of computers. Proficiency shall mean experiences with computers that include loading, operating, and applying fundamental skills. This may include word processing, keyboarding, developing a database, accessing data, and using software. This requirement may be satisfied in grades 7 through 12."

This course is usually considered a self-designed course. It is intended to give the student a comfort level and familiarity with the workings of a personal computer. While this is common today, it was not common when the regulations were written. Therefore, we believe this should be quite easy for high schoolers to demonstrate.

This requirement may also be met through demonstration of their work, or from extensive personal experience, or from employment experience. Students taking online courses and CD-ROM based courses, may use their computer time to complete this requirement. When in doubt about what may qualify, call NARHS for direction.

Because Computer Literacy is almost always considered a self-designed course, we offer some additional outline suggestions below. When done as a self-designed course, NARHS expects you to provide a course description with the course documentation in your annual portfolio.

Objectives might include:

- Become familiar with computer use.
- Be able to start up the system and access the program of your choice.
- Be able to create and name a document.
- Be able to enter data and retrieve that data.
- Be able to properly save information, close a document, close a program, and exit the system.
- Be proficient with a word processing program so that documents can be inputted, corrected, deleted, saved, spell-checked, and centered. Text can be underlined, fonts changed, and graphics added by cut, copy, and paste commands.
- Be able to print documents on a printer.
- Be able to find information stored within the computer.
- Be able to transfer information from one computer to another.
- Be able to load a new program into the computer. (Ability to access the Internet is not required, but does show computer competency.)

Our published book, *The First Great Book of High School Course Descriptions*, will also give you the specifics about the numerous courses used to meet these objectives. And it will provide the "method," the "activities" and the "evaluation" necessary to write a good course description for the course you choose.

Course titles for Computer Literacy might include:

CAD (Computer Aided Drafting)	HTML
Computer Applications and Information Systems	Information Technologies
Computer Business Applications	Keyboarding / Typing
Computers, certification in _____ (specific program)	Microsoft Word
Computer Graphics	PageMaker
Computer Processing	PC for Dummies
Computer Programming	Photography on the Computer
Computer Service and Repair	Video Production
Computers in Agriculture	Web Design for Dummies
Desktop Publishing	Web Page Design
	Word Processing

## Electives: 4 1/2 required credits

To meet the diploma requirement of 4 1/2 credits in Elective coursework, the student must complete any combination of four-and-a-half textbook courses or self-designed courses.

Electives can be self-designed courses or textbook-driven courses -- your choice.

- Electives provide the opportunity for students to take the courses that interest them the most.
- Electives allow students to improve the appearance of transcripts by accumulating credits related to their chosen profession.
- Electives allow students to take risks in areas not related to their required courses, providing opportunities to experience new areas of study.

Any subject for which the student has a passion can be used as an elective. For example, if the student is involved in sports, he or she might continue to work on PE credits, even though he or she has completed the required one credit. Assuming the student continues to document the work and earns the additional credits -- say two more -- those two "extra" PE credits can be used to help satisfy the electives requirements.

As self-designed courses, electives are fairly easy to document. You need 80 documented hours of almost any activity for which you can make a course description. Some church activities, some volunteer service, some job training, some household activities might be counted, and more. This should not be difficult, since you may mix-and-match activities, and combine them towards 20 hours for a 1/4 credit, 40 hours for 1/2 credit, and so on.

The same holds true for textbook-driven courses, as well. Some students have a passion for certain academic subjects. Let's use the four traditional science subjects as an example. After the student earns the Earth Science and Biology credits, the minimum graduation requirements have been satisfied (two Science credits). If the student adds the next two sciences -- Chemistry and Physics -- the two additional science courses would be counted towards the electives required.

- There is an extensive list of course titles elsewhere in the Handbook.
- This requirement may also be met through proficiency testing, such as CLEP's, or from extensive personal or employment experience.
- Consult with your advisor.

**☐ Fine Arts: (FA) 1 required credit**

To meet the diploma requirement of 1 credit in Fine Arts, the student must complete one year's worth of study – 80 hours of documented study. Fine Arts includes anything related to music, the visual arts, or the performing arts. The Fine Arts credit may be earned by documenting combinations of these art forms, and it does not require that all 80 hours be in one art discipline.

This excerpt is from the Maine Department of Education literature: "The State of Maine requirement- A year of Fine Arts instruction shall be required which may include arts, music, forensics, or drama. Fine Arts may be provided through separate or integrated study and may include awareness, appreciation, or performance of the art form."

- NARHS will accept completion of one foreign language credit as an equivalent exchange to fulfill this requirement.
- See the list below for titles which may count...some you might not expect.
- The course symbol for Fine Arts is FA.
- This requirement may also be met from extensive personal or employment experience.
- Consult with your advisor.

Fine Arts is almost always considered a self-designed course, except when using a bona fide textbook. We offer some additional outline suggestions below. When done as a self-designed course, NARHS requires you to provide a course description along with the course documentation in your annual portfolio.

Fine Arts can be one of the subjects more difficult to prove. "Proving" you did an activity in Fine Arts means producing some physical evidence that you participated in or studied the activity. For example, if you went to a play, show us the receipt or write a paper on the experience. If you took guitar lessons, produce video segments showing your practice sessions or lessons, produce a letter from your instructor, or accumulate the payment receipts for the lessons. If you are painting or drawing, show us photographs of the pieces you have done (with YOU in the photos), or show us photographs of you working on the pieces. There are other ways to "prove" what you did. Whatever method you choose, be sure to provide enough evidence ("proof") to be complete, compelling, and convincing. Photos, letters, videos, certificates, awards, receipts, papers, essays, research papers, and the like could be used as part of the "proof" we are looking for in your portfolio review.

**Course titles for Fine Arts might include:**

**ART areas may include:**

- Art Appreciation
- Art History
- Carpentry
- Computer Graphics, CAD
- Cosmetology
- Crafts
- Drawing
- Furniture Making
- Glass Blowing
- Graphics
- Jewelry
- Metal Design
- Painting with acrylics, oils, or water-colors
- Photography
- Pottery
- Sculpturing
- Serigraphy-silk screening
- Textiles (sewing, weaving, knitting, crocheting, cross-stitching, embroidery, quilting, etc.)
- Model Building
- Woodworking
- Metal Fabrication /Welding

**DRAMA areas may include:**

- Participation in a dramatic production:: acting, costume design, wardrobe, production, directing, set design, set construction, playwright, or other associated function.
- Attend dramatic productions.
- Participate in community theatre groups
- Participate in church drama teams.
- Interview local actors.
- Study the playwrights.
- Study the classical actors.
- Study contemporary actors.
- Additional course titles may include:
- History of Theater
- Historical Playwrights
- One-Act Plays
- Costumes
- Set Design
- Critical Reviews
- Musicals
- The Greek Chorus
- Shakespearian Form and Style
- Shakespearian Theatre

**MUSIC areas may include:**

- Listening to a variety of music genres
- Singing in a choir
- Singing solo, or in a small group
- Playing an instrument in a band, ensemble, or orchestra
- Interview local musicians
- Additional course titles may include:
- Music Appreciation
- Music History
- Music Theory
- History of the Orchestra and Voice
- Music for Dance
- Music Production & Recording
- Music in Television
- Music for Theatre
- Music Composition
- Strings
- Percussion
- Brass
- Woodwinds
- Conducting



**☐ Health: (HE) 1/2 required credit**

To meet the diploma requirement of 1/2 credit in Health, students must complete a half-year of study or 40 hours. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - One-half year of health education instruction shall be required. Health education shall include instruction in community health, consumer health, environmental health, family life, growth and development, nutritional health, personal health including mental and emotional health, prevention and control of disease and disorders, safety and accident prevention which, may include cardiopulmonary resuscitation (CPR), and substance use and abuse, including the effects of alcohol, drinks, stimulants, and narcotics upon the human system."

- Textbooks abound.
- See the list below for titles which may count.
- The course symbol for Health is HE.
- This requirement may also be met from extensive personal or employment experience.
- Consult with your advisor.

Health is a course for which there are textbooks. When using a bona fide textbook, be sure that the publisher identifies it as a high school course, and inquire if they consider it to be a one-semester course (worth 1/2 credit) or a full-year course (worth 1 credit). Both are common among textbook publishers. More and more families choose to make the Health course a self-designed course, customizing the content to fit their family needs, beliefs, or customs.

When completed as a self-designed course, NARHS expects you to provide a course description with the course documentation in your annual portfolio.

Please note: (a) Many of the courses listed below are considered self-designed, such as Alternative Medicine, Health Careers, and Personal Fitness for the Physically Disabled. As with all self-designed courses, NARHS has three requirements in order to award credit:

1. Course Description submitted with registration form
2. Daily Log accounting for each hour invested in the course and the TOTAL number of hours invested in the course
3. Evidence the student did the work for this course, along with graded samples showing achievement.

Evidence might include producing research, demonstrations on video, or other creative means; be sure the evidence you prepare is complete, compelling, and convincing. Photos, letters, videos, certificates, awards, receipts, papers, essays, research papers, and the like could be used. Be certain accumulated hours totals 40 in order to reach at least 1/2 credit.

(b) Some Health courses are taken at other institutions (CNA, PCA, Lamaze Classes, etc). In such cases, be sure to record the hours invested in the course and acquire a copy of the course description from that institution -- this may take the form of a flier or brochure explaining the benefits of the course and what will be covered in the course. When taken from other institutions, they are likely to issue a Certificate of Completion, or can at least issue a letter verifying your participation. This is the kind of evidence we are looking for when the course is taken at other institutions.

(c) When using a Health textbook, be sure to keep the student's work: papers, tests, quizzes, etc. Then present enough evidence in your portfolio to make the documentation complete, compelling, and convincing.

Our *High School Resource Advisor* provides multiple "grading tools" that will assist you in assigning a course grade.

Course titles for Health might include:

Alternative Medicine	Health Aide	Personal Nutrition for the Aged & Elderly
Anatomy & Physiology	Health Careers	Personal Care for the Physically Disabled
Child Care for the Physically Disabled	Health Practicum	Personal Fitness for the Physically Disabled
Child Care, health & safety	Human Growth and Development	Personal Nutrition for the Physically Disabled
Child Growth and Development	Nutrition	Personal Fitness for Teens
CNA Training (Certified Nurse's Aide)	Nutrition in Health and Disease	Personal Nutrition for Teens
First Aid, CPR, Lifesaving	Personal Care Attendant (PCA)	
Health	Personal Care of the Aged & Elderly	
	Personal Fitness for the Aged and Elderly	

## Language Arts: (LA) 4 required credits

To meet the diploma requirements, a student must complete 4 credits in English/Language Arts. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - Four years of English instruction shall be required in a comprehensive program which includes reading comprehension, literature, written, listening and oral skills, the structure and uses of English, language, and research and reporting skills."

Language Arts is usually considered a textbook-guided course. Unit studies are possible, some exist in the form of organized studies, others can be self-designed by parents and students. Whether you use textbooks or self-designed courses, NARHS will require evidence of student's work.

- Textbooks abound.
- See the list below for titles which may count...some you might not expect.
- The course symbol for English is LA.
- May also be met through proficiency testing, such as the CLEP.
- Consult with your advisor.

NARHS has outlined a course called "Classics and Composition" in which the student reads 12 classics and writes a two-page paper on each for 1 credit.

### Course titles for English / Language Arts might include:

Advanced English	English	Oral Interpretation
African-American Literature	English as a Second Language	Poetry
American Folklore	English Composition	Poetry Appreciation
American Literature	English for the Trades	Principles of Marketing
American Short Stories	Etymology	Public Speaking
Analyzing and Interpreting Literature	Fiction Writing	Research Methods
Ancient Literature	Freshman College English	Research Paper
Ancient Literature from the Bible	Grammar & Composition	Science Fiction & Fantasy
Applied English	History of the English Language	Speech
Biblical Studies, NT	Interpersonal Communications	Sports Literature
Biblical Studies, OT	Introduction to Communications	Studies in Shakespeare
British Literature	Journalism	Technical Writing
Business Office Communications	Literature	The Hero in Literature
Civil War Literature	Logic and Argumentation	Theater and Performing Arts
Classical Literature	Merchandising and Advertising	Workplace Communications
Contemporary Literature	Multicultural Literature	Writing Lab
Debate	Mythology	World Literature
Drama	Narrative Non-Fiction	
	Non-Western Literature	

**☐ Math: (MA) 2 required credits**

To meet the diploma requirements, a student must complete 2 credits in Math. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - Two years of mathematics instruction shall be required. It is highly recommended that all students have exposure to basic algebraic concepts and skills. Algebra is viewed as a gateway subject that helps students to a better understanding of the technological world in which we live. Algebraic skills are and will continue to be a prerequisite to a diverse and broad range of courses and occupations."

Algebra: Maine high school graduation requirements do not include Algebra. Two math credits are required, and Algebra can be one (or both) of them, but it is not required. However, Algebra might still be a good idea, especially for students who may need this in a career or for college following high school. It is the responsibility of the parents and the student to anticipate what a college might need for a successful applicant.

Math is usually considered a textbook-guided course. Unit studies are possible, some exist in the form of organized studies, others can be self-designed by parents and students. Whether you use textbooks or self-designed courses, NARHS will require evidence of student's work.

- Textbooks abound.
- See the list below for titles which may count...some you might not expect.
- The course symbol for Math is MA.
- May also be met through proficiency testing, such as the CLEP.
- Consult with your advisor.

Course titles for MATH might include:

Accounting	Computer Math	Physics
Algebra 1	Consumer Math	Probability and Statistics
Algebra 2	Economics	Real Estate Development
Automotive Sales & Economics	Entrepreneurial Finances & Survival	Real Estate Investing
Banking	Equine Farm Economics	Real Estate Values, Appraisals
Bookkeeping	Estate Planning and Investing	Residential Architecture
Business Math, Agriculture	Geometry	Technical Math
Business Math, the trades	Personal Finance	Trigonometry
Calculus	Personal Investing	
College Algebra		

**☐ Physical Education: (PE) 1 required credit**

To meet the diploma requirement of 1 credit of Physical Education the student must document 1 year or 80 hours of instruction in Physical Education or participation in planned physical activity, or a combination of both.

This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - One year of physical education instruction shall be required Physical education shall be designed to promote physical well-being, self-esteem, self-awareness, sportsmanship and interpersonal skills. This requirement may include but is not limited to: physical fitness, fundamental motor skills and patterns, adaptive physical education, individual and group sports. Physical education may include special physical education, movement education, and motor development."

NARHS considers Physical Education to be a self-designed course. There are very few bona fide textbooks available for Phys Ed; but, if you prefer to simply find a textbook and treat it as a textbook course, that is acceptable. If you use a text, be certain to complete the book to earn the full 1 credit required.

Physical Education may involve skiing, biking, running, golfing, walking, hiking, weight lifting, exercising, etc. Individual sports (running, skiing) and/or team sports (baseball, soccer, football, basketball, hockey) qualify. Individual instruction in any sport and the practice time can also qualify for this credit. Document instruction time, practice time and game time toward your total eighty hours. Local recreation departments can provide you with a list of team sports offered in your community. Activities may be available to you through organizations such as a church group, 4-H, fitness centers, YMCA, YWCA, public schools, adult education, sports camps, clubs, gyms, and videos.

Course titles for Physical Education might include:

Adaptations in Phys. Ed.	Football	Disabled
Ballet	Golf	Skateboarding
Baseball	Group Athletic Activities	Self-Defense for Men
Biking	Hunting	Self-Defense for Women
Cardio-kickboxing	Hockey	Skiing
Dance	Jogging	Softball
Equestrian Skills	Martial Arts	Sportsmanship
Exercise, principles & practice	Nutrition in Physical Fitness	Swimming
Field Events (shot put, javelin, etc.)	Personal Fitness	Track
Fishing	Physical Education	Walking
	Physical Education for the	Weight Training

**☐ Science: (NS) 2 required credits**

To meet the diploma requirement, the student must earn 2 credits in Science. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - Two years of science instruction shall be required, including one year of laboratory study."

Science is usually considered a textbook-guided course. Unit studies are possible, some exist in the form of organized studies, others can be self-designed by parents and students. Whether you use textbooks or self-designed courses, NARHS will require evidence of student's work.

Science is generally divided into two categories: things that are alive, and things that are not. Some students thrive on the life sciences, others thrive on the earth or chemical sciences. The choice is the student's.

- Textbooks abound.
- See the list below for titles which may count...some you might not expect.
- The course symbol for Science is NS.
- May also be met through proficiency testing, such as the CLEP, or from extensive personal or employment experience.
- Consult with your advisor.

A "lab science" is really a science in which you do something with the science. A lab science could be a lab other than dissecting or combining chemicals in a test tube:

- Culinary Science (cooking would be the lab),
- Horticulture (gardening and agriculture would be the lab),
- Equestrian Science (horse health, care, and training would be the lab),
- Computer Science (assembling, repairing, and programming would be the lab),
- Mechanical Science (engine design, diagnosis, and repair would be the lab)
- Fabric, Textile, and Design (sewing becomes the lab)                      ...and so on.

To be labeled a "lab science," the student must complete at least 12 "laboratory activities" while studying that area of science. For example, a course such as Biology will appear on the transcript as follows:

Biology w/Lab .....1 credit

When a student completes at least 20 labs, then NARHS will award 1-1/2 credits for that course. For example, if a student studies Biology and does a minimum of 20 labs, the work will appear on the transcript as follows:

Biology .....1 credit  
Biology Lab .....1/2 credit

**Course titles for Science might include:**

- |                                       |   |                            |
|---------------------------------------|---|----------------------------|
| Agricultural Management               | Aviation Pilot Ground School                    | Environmental Protection   |
| Agricultural Science                  | Backyard Maple Sugaring                         | First Aid, CPR, Lifesaving |
| Agricultural Technology               | Building Trades (multiple categories)           | Gemology                   |
| Agriculture & the Environment         | Business Trade Technologies                     | Genetics                   |
| Alternative Medicine                  | Cartography                                     | Hair, Skin, and Nails      |
| Anatomy & Physiology                  | Certified Nurses Aid                            | How Everyday Things Work   |
| Animal Health & Disease               | Chemistry                                       | Landscaping                |
| Animal Reproduction & Geneology       | Child Care (multiple categories)                | Nutrition                  |
| Animal Science - Anatomy & Physiology | Child Growth and Development                    | Paleontology               |
| Animal Science - Nutrition & Health   | Climatology                                     | Personal Care Attendant    |
| Appliance Repair                      | Computer Applications                           | Prosthetics                |
| Aquaculture                           | Computer Certifications (repairs, not software) | Refrigeration Technology   |
| Aquaculture & the Environment         | Conservation                                    | Science of Everyday Things |
| Astronomy                             | Cosmetology                                     | Small Engine Repair        |
| Audio Service Technology              | Diesel Mechanics                                | Space Science              |
| Auto Mechanics                        | Earth Science                                   |                            |
| Auto Reconditioning                   | Electricity                                     |                            |
| Aviation and Flying Lessons           | Electronics                                     |                            |
|                                       | Energy  |                            |

**☐ Social Studies: (SS) 1 required credit**

To meet the diploma requirements, a student must complete 1 credit in Social Studies. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - One year of instruction shall be required, which may include instruction in economics, geography, history, political science, government, sociology, anthropology, and psychology."

Social Studies is usually considered a textbook-guided course. Unit studies are possible, some exist in the form of organized studies, others can be self-designed by parents and students. Whether you use textbooks or self-designed courses, NARHS will require evidence of student's work.

- Textbooks abound.
- See the list below for titles which may count...some you might not expect.
- The course symbol for Social Studies is SS.
- May also be met through proficiency testing, such as the CLEP.
- Consult with your advisor.

Course titles for Social Studies might include:

Agricultural Management	Conservation	History of Music
Agriculture as Business	Consumer Studies	Humanities
Agriculture and Environmental Issues	Criminal Law	Interior Design in Modern Culture
American Government	Culture and Community in America	Interior Design in American History
Ancient History	Culture and Community in ____ (choose a country)	Issues in Culture and Community
Anthropology & Its Impact	Current Affairs	Junior ROTC
Antiques	Early Civilization	Law Enforcement
Aquaculture and Environmental Issues	Economics	Legal Research
Asian History	Egyptian Civilization, Egyptology	Managing Office Procedures
Automotive Sales, the art of	Elder Care and Hospice	Marriage and Family
Baseball and Society	Elder Care and Legal Issues	Merchandising
Biblical Studies	Equestrian Competition	Military History
Business Administration	European History	Modern Civilization
Business Law	Food Service Management	Nutrition in Modern Society
Career Aspirations	Geography	Near East Civilization
Career Development	Government of the US	Olympics
Career Internship	Government of ____ (choose a country)	Parenting Skills
Child Care, research careers in	Government and Politics	Political Science
Civics	Health Occupations, an introduction	Psychology
Civil Law	History of Flight	Sociology
Community Action		Teen Survival
Community Service		Western Civilization
		World Affairs

## State Studies: (ST) optional

State Studies is no longer a required course for graduation from NARHS or other Maine high schools. However, many students coming to NARHS have already taken this course in their own state. It still counts as high school credit. This course involves studying one or more aspects of an individual state -- any state. This may be done using textbooks, but there are few published for this subject. If you would like to do a State Studies course, we suggest you speak to your NARHS advisor. NOTE: This course is given special treatment in the Department of Education regulations -- when taken in 6th grade, 7th grade, or 8th grade, it is, also, eligible for, and earns, high school credit.

Following are two State Studies course examples. They are designed to systematically probe any state and develop the student's understanding of that state.

### **State Studies, 1**

This course studies the local and regional aspects of the state selected. It may also cover its significance upon entry into the United States, its contribution to the union and the region, as well as its unique characteristics.

#### Objectives of State Studies, 1

- To become familiar with the operations of your state government
- To become familiar with the major historical events
- To become familiar with the geography, topography, climate, cities, counties, and rivers
- To become familiar with animals, plants, and wildlife
- To become familiar with industry and products, such as agricultural industries, as well as factories, and mills
- To become familiar with famous people in your state: explorers, statesmen, stateswomen, notable authors, artists, and musicians and their works
- To become familiar with cultural and ethnic heritage

### **State Studies, 2**

This course is designed to familiarize students with their own state history by focusing on geography, economy, governmental structures, significant individuals, wildlife, and recreational locations. Through this research-based study, students will look at the various economic, social, and political influences that have shaped the region into the unique area of the present. Various local individuals from the past and their contributions to the community and the state will be studied as well as how the geography of the region influenced its story. Students will be expected to research, write, and create a notebook that increases understanding of and connection to their regional history.

#### Objectives of State Studies, 2

- To collect both detailed and factual information regarding the state
- To explain the settling patterns of the state
- To compare the contributions of different nations that settled in the state
- To know how the natural resources have influenced the development of industries
- To examine the components of state, county, & city governments
- To be familiar with the state political and geographic map, county maps, and city boundaries
- To stay current on city, county, and state news

## United States History: (US) 1 required credit

To meet the diploma requirements, a student must complete 1 credit in US History. This excerpt is from the Maine Department of Education literature: "The State of Maine requirement - One year of American history and government shall be required in a comprehensive course which includes instruction in the importance of voting, the privileges and responsibilities of citizenship, the Constitution of the United States and the Declaration of Independence."

US History is usually considered a textbook-guided course. Unit studies are possible, some exist in the form of organized studies, others can be self-designed by parents and students. Whether you use textbooks or self-designed courses, NARHS will require evidence of student's work.

- Textbooks abound.
- See the list below for titles which may count.
- The course symbol for US History is US.
- May be met through proficiency testing, such as the CLEP.
- Consult with your advisor.

Course titles for US History might include:

American History  
American Civil War, a history  
American Criminal Law, a history  
History of the United States through 1877  
History of the United States from 1865  
Junior ROTC  
Our American Heritage  
The American Revolution  
The Civil War  
The Presidency in American History  
US History  
US Civics  
US Government  
US Economics





# PORTFOLIO REVIEW

Between the months of May and August, submit a student portfolio to your advisor representing the coursework that has been completed since September 1st. The Portfolio Review is an important process in receiving credit for your courses. The following summaries will help guide you through the portfolio process. In addition, the following pages will give you more detail in each of these areas. Please remember, you are always welcome to contact your advisor or the NARHS office at 1.800.882.2828. 1. Confirm that your Registration, CDW, and IOS have been received. 2. In addition, tuition must be paid in full prior to portfolio review.



### 3. Return Postage Label or Payment

The office will notify you once your portfolio has been received. In addition, the office will confirm receipt of return postage and notify you if return postage is due. Unfortunately, the return postage must be paid prior to beginning the review process. It is in your best interest to include a label or payment with your portfolio.



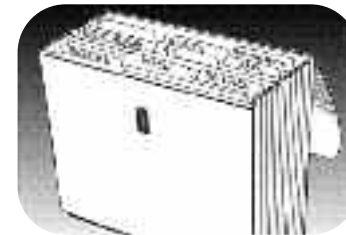
### 4. Home School Transcript

This one-page document is a snapshot of what was accomplished during this school year. It contains the course, final grade, and credit amount attempted. It is prepared and signed by the parent. See example. Please request Official Transcripts from additional high schools and/or colleges to be sent to NARHS: attention your advisor.



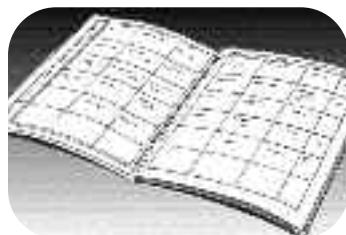
### 5. Review Summary

This one-page document offers a few lines about each textbook and self-designed course. It also contains a statement about how each course was accomplished and evaluated. See example.



### 6. Evidence & Graded Work

This collection provides a variety of evidence proving the completion of each course. Organize the portfolio by subject and include the requested evidence. Include enough evidence to provide a thorough picture of the completed work. It must be convincing and compelling for each course. See *High School Resource Advisor* and your NARHS advisor.



### 7. Daily Log Book.

This day-by-day written log contains the daily hours and total yearly hours invested in each self-designed course. This book is vital in corroborating the evidence presented in the portfolio. See example.



### Portfolio Review Checklist:

- 1. Registration, CDW, & IOS on file
- 2. Payment Paid in Full
- 3. Return Postage Included
- 4. Home School Transcript Included
  - Official Transcripts requested
  - Unofficial Transcripts included
  - Grade Reports included
- 5. Review Summary Included
- 6. Evidence & Graded Work Included
- 7. Hours or Daily Log Book Included



# (CDW) Curriculum Design Worksheet

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Student \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Parent \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Course Category:** LA Language Arts / FL Foreign Language / MA Math / SS Social Studies / US US History / NS Natural Science / FA Fine Arts / PA Practical Art / BU Business / CS Computer Skills / PE Physical Education / ST State Studies / HE Health

**Anticipated Credit:** List the anticipated credit your text course is expected to earn. .25 / .5 / .75 / 1 / (1.5 w/Lab only)

**SD Anticipated Hours:** NARHS requires 80 hrs to earn 1 full credit.  
80 hours earns 1 credit / 60 earns .75 credit / 40 earns .5 credit / 20 earns .25 credit

**Type of Course:** How will your student learn this course? (SD) Self-designed Course? State the method you will use such as research, coach, employer .etc. (MS) Will you use a multi-subject curriculum or unit study? (TXT) Will you use a textbook? Name the textbook.

**Method of Evaluation:** How do you plan on grading this course? Will you use tests, grading tools, write papers, use evaluation forms, or evaluations from others such as a coach, employer, youth leader .etc.?

**Contact Your Advisor:** Submit prior to school year. Contact your advisor if changes are made during the year. In addition, be certain all materials are high school level. If in doubt, contact the publisher or your advisor.

School Year \_\_\_\_/\_\_\_\_ Grade \_\_\_\_

**Course Title:** Course Title: Algebra I

**Course Description:** Course Description: First-year algebra course, from algebraic expressions, signed numbers, exponents, inequalities, probability to linear and quadratic equations. Using CDs and workbooks.

**Course Category:** MA

**Anticipated Credit:** 1 **SD/MS/TXT) Text or Resource:** Saxon

**SD Anticipated Hours:** n/a **Method of Evaluation:** Tests / Daily Work / Grading Tools / Other: 50% Tests, 50% Daily Work

**1. Course Title:** \_\_\_\_\_

**Course Description:** \_\_\_\_\_  
\_\_\_\_\_

**Course Category:** \_\_\_\_\_

**Anticipated Credit:** \_\_\_\_\_ **SD/MS/TXT- Text or Resource:** \_\_\_\_\_

**SD Anticipated Hours:** \_\_\_\_\_ **Method of Evaluation:** \_\_\_\_\_  
\_\_\_\_\_

**2. Course Title:** \_\_\_\_\_

**Course Description:** \_\_\_\_\_  
\_\_\_\_\_

**Course Category:** \_\_\_\_\_

**Anticipated Credit:** \_\_\_\_\_ **SD/MS/TXT- Text or Resource:** \_\_\_\_\_

**SD Anticipated Hours:** \_\_\_\_\_ **Method of Evaluation:** \_\_\_\_\_  
\_\_\_\_\_

See next page

**Parent Signature** \_\_\_\_\_ **Plan Creation Date:** \_\_\_\_\_

**3. Course Title:** \_\_\_\_\_

Course Description: \_\_\_\_\_  
\_\_\_\_\_

Course Category: \_\_\_\_\_

Anticipated Credit: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

SD Anticipated Hours: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

**4. Course Title:** \_\_\_\_\_

Course Description: \_\_\_\_\_  
\_\_\_\_\_

Course Category: \_\_\_\_\_

Anticipated Credit: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

SD Anticipated Hours: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

**5. Course Title:** \_\_\_\_\_

Course Description: \_\_\_\_\_  
\_\_\_\_\_

Course Category: \_\_\_\_\_

Anticipated Credit: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

SD Anticipated Hours: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

**6. Course Title:** \_\_\_\_\_

Course Description: \_\_\_\_\_  
\_\_\_\_\_

Course Category: \_\_\_\_\_

Anticipated Credit: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

SD Anticipated Hours: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

**7. Course Title:** \_\_\_\_\_

Course Description: \_\_\_\_\_  
\_\_\_\_\_

Course Category: \_\_\_\_\_

Anticipated Credit: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

SD Anticipated Hours: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

\_\_\_\_\_  
Approved  
Advisor Signature & Date  
Office Use Only

**Note:** If more than 10 courses are planned for this academic year, consult your advisor prior to submitting your CDW.

See next page

Parent Signature \_\_\_\_\_ Plan Creation Date: \_\_\_\_\_





# Optional Transcript Tracker

Today's Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Student \_\_\_\_\_ DOB \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Use this to track evidence. Show course evidence by attaching a certificate, grade report, Unofficial or sealed Official Transcript, or other documentation when course is not completed as a home school course. An Official Transcript has a school official's signature and is sent inside a sealed envelope directly to another school. An Unofficial Transcript is the same information, but given directly to the student. For verification purposes, an Official Transcript is usually requested prior to graduation to confirm grades and credits. Request an Official Transcript when possible.

School Year \_\_\_\_\_ / \_\_\_\_\_ Grade \_\_\_\_\_

Source	Attached	Requested
Community College: Exploring Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>
US History CLEP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Note: Registrar reserves the right to select, omit, or alter the wording for any of the items provided on Home School Transcripts. Generally parent will be consulted, but administrative decisions may be made without first notifying the guardian/parents.

Signature of Guardian/Parent \_\_\_\_\_ Date \_\_\_\_\_

# Review Summary

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

See Home School Transcript for current address .etc.

School Year \_\_\_\_ / \_\_\_\_ Grade \_\_\_\_

Course Title: Algebra I

Course Category: MA SD/MS/TXT- Text or Resource: Saxon

Final Grade: 87 Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: 50% Tests,

Final Credit: 1 50% Daily Work

Total SD Hours: n/a

Course Title: \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

See next page

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Course Category: \_\_\_\_\_ SD/MS/TXT- Text or Resource: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Method of Evaluation: Tests / Quizzes / Daily Work / Grading Tools / Other: \_\_\_\_\_

Final Credit: \_\_\_\_\_

Total SD Hours: \_\_\_\_\_

**Note:** If more than 10 courses were completed prior advisor approval was necessary.

\_\_\_\_\_  
Approved  
Advisor Signature & Date  
Office Use Only

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

6

Evidence: Complete, Compelling, and Convincing

Textbook Documentation

- Student has completed textbook work and logged hours
- Parent is satisfied with the work.
- NARHS advisor is satisfied with the documentation.

Documentation: Complete, Compelling, and Convincing Evidence of Textbook Completion

“All Test” Evidence (Include tests if final grade is computed using test scores.)

- (a) The publisher identifies this textbook or course as a high school-level (or higher).
- (b) The student has completed the textbook,
- (c) The parent is satisfied with the work.
- (d) NARHS advisor is satisfied with the documentation:
  - Track the daily completed textbook pages in a logbook.
  - Present dated, corrected, graded, end-of-chapter tests, if offered.
  - Testing-out is an option.

“All Daily Work” Evidence (Include daily work if final grade is computed using daily work scores.)

- (a) The publisher identifies this textbook or course as a high school-level (or higher).
- (b) The student has completed the textbook,
- (c) The parent is satisfied with the work.
- (d) NARHS advisor is satisfied with the documentation:
  - Track the daily completed textbook pages in a logbook.
  - Present dated, corrected, graded, daily work.

Self-Designed Documentation

- Student has completed and logged 80 hours in one self-designed subject area.
- A “Course Description” has been submitted to NARHS.
- Parent is satisfied with the work.
- NARHS advisor is satisfied with the documentation: Below is a list of suggestions:

Suggested Evidence:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>-- Audio tapes</li> <li>-- Book reports</li> <li>-- Essays</li> <li>-- Fishing or hunting licenses</li> <li>-- Letter from an employer</li> <li>-- Letter from co-workers</li> <li>-- Letter from the coach</li> <li>-- Letter from the minister or rabbi</li> <li>-- Letter from the music teacher</li> <li>-- Letter from the youth leader</li> <li>-- Letter from volunteer coordinator</li> <li>-- Lift tickets from your ski trip</li> <li>-- Pay stubs</li> </ul> | <ul style="list-style-type: none"> <li>-- Photographs of projects in progress</li> <li>-- Photographs of projects</li> <li>-- Prints of computer-generated work</li> <li>-- Receipts for your lessons</li> <li>-- Receipts for software and hardware</li> <li>-- Research papers</li> <li>-- Short stories</li> <li>-- Video of a project in progress</li> </ul> |
|--|--|
- Certificates of Accomplishment, such as martial arts belts, merit badges, or Eagle Scout work
  - Certificates of Completion, such as CPR, First Aid, Hunter Safety
  - Mock newspaper article you wrote about your research or discovery
  - Photographs of the student in uniform, such as work uniform or sports team
  - Poems, songs, or proverbs related to the subject
  - Receipts of your admission to a park, museum, play, concert, etc.
  - Video of rehearsals or practice, such as a musical instrument, foreign language practice, dance recital, etc.
  - Video / mock TV commercial you made telling about your research or discoveries





Subjects:

		1	2	3	4
		Lit (LA)	Algebra I (MA)	Biology (NS)	Civics (SS)
Monday	Date	Scarlet Ltr. Ch 1-2 Guide Questions 1 1/2	Problems/DVD p75-85	Ch 5 132 - 138 Answer Review Questions	Civics LIFEPAC #5/10 21-25 ans. questions
Tuesday	Date	Attended HomeLink Lit Class and Study hall Update Vocab List 1 hrs	Problems/DVD p86-94	Field Trip Hematology Lab at SMMC Hospital	26-30 ans. questions
Wednesday	Date	Scarlet Ltr. Quiz #1 94% Ch 3-4 1 1/2	Practice test	Watch video on blood-types	30-35 ans. questions
Thursday	Date	Sc. Ltr. CH 3-4 Guide Questions 1 1/2	Final Test	Study for Test	Review for Test #1 89%
Friday	Date	Sc. Ltr. Quiz #2 1/2 hr	Correct Test Problems/DVD p95-99	Ch 5 Test 92%	Correct Test
Saturday	Date				
Sunday	Date				
TRACKING COURSE HOURS	Remaining Hours	This week's hours: 6 hr + Last week's hours: 49 hr = Total Hours 55 hr	Remaining Hours This week's hours: + Last week's hours: = Total Hours	Remaining Hours This week's hours: + Last week's hours: = Total Hours	Remaining Hours This week's hours: #5 LP + Last week's hours: 10 LP = Total Hours
NOTES:	Add to book list-The Hobbit. See movie in Dec. Record Community Service: HomeLink: Helped set up/take down Curriculum give away tables. Upwards Soccer: asst. coach. 2 hours. Get signatures.				

**PORTFOLIO REVIEW**

5	SD Health (HE)	6	SD Choir (FA)	7	SD OJT (PA)	8	SD PE./track
	CPR class @ SMMC		Voice Practice Music Theory p 2-7		Created Resume and Cover Letter		Home school swim at Lions Pool
	3 hrs		1.5 hrs		1.5 hrs		11 hr
	CPR class Certification Test		Voice Lessons Music Theory p 8-12		Submitted 3 more applications Rehearsed for interview		
	3 hrs		3 hrs		1 hr		
	Airborne Pathogens Class		Youth Group Worship Team		2nd interview at Ink. Got the job!		Home school PE after HL class
	2		2 1/2		1/2		1 1/2
	Airborne Pathogens Class Test		Carmina Berona rehearsal 1-3				
	2 1/2		2 1/2				
	Drug Awareness Presentation @ CAP		Carmina Berona w/ Symph @ Capital Theatre 6-9		First Day Paperwork and register training		Kissel Park Mileage Club -2 miles
	1 hr		3 hrs		2 hrs		1/2 hr
					more training: computer and stocking shelves		Ran w/ mom
					2		1/2 hr
			Youth Group Worship Team Rehearsal				Greenway Bike Trail
			1.5 hrs				1 hr
Remaining Hours	This week's hours: 11 1/2 hr	Remaining Hours	This week's hours: 14 hr	Remaining Hours	This week's hours: 7 hrs	Remaining Hours	This week's hours: 4 1/2
	+ Last week's hours: 21 hr		+ Last week's hours: 30 hr		+ Last week's hours: 0		+ Last week's hours: 30 hrs
	= Total Hours: 32 1/2		= Total Hours: 44 hrs		= Total Hours: 7 hrs		= Total Hours: 34 1/2 hr

CPR certified.

Subjects: **1** **2** **3** **4**


Monday	Date				
Tuesday	Date				
Wednesday	Date				
Thursday	Date				
Friday	Date				
Saturday	Date				
Sunday	Date				
TRACKING COURSE HOURS	Remaining Hours	This week's hours + Last week's hours	Remaining Hours	This week's hours + Last week's hours	Remaining Hours
	= Total Hours		= Total Hours		= Total Hours

NOTES:

# DAILY LOG \_\_\_\_ / \_\_\_\_ Week \_\_\_\_

	5	6	7	8
Remaining Hours	This week's hours: <input style="width: 80px;" type="text"/> + Last week's hours: <input style="width: 80px;" type="text"/> = Total Hours: <input style="width: 80px;" type="text"/>	Remaining Hours This week's hours: <input style="width: 80px;" type="text"/> + Last week's hours: <input style="width: 80px;" type="text"/> = Total Hours: <input style="width: 80px;" type="text"/>	Remaining Hours This week's hours: <input style="width: 80px;" type="text"/> + Last week's hours: <input style="width: 80px;" type="text"/> = Total Hours: <input style="width: 80px;" type="text"/>	Remaining Hours This week's hours: <input style="width: 80px;" type="text"/> + Last week's hours: <input style="width: 80px;" type="text"/> = Total Hours: <input style="width: 80px;" type="text"/>

The high school transcript is a complex, legal academic record. The transcript is one tool used by employers, military recruiters, security agencies, law enforcement, the judicial system, as well as the usual college admission counselors, scholarship committees, and student loan officers. The school's verification process is vital. In addition, the signatures, school stamp, and embossing seal are intended to represent and authenticate the student's academic record.



### Secondary School Record

North Atlantic Regional Schools

120 Center St.  
Suite 205 Box 550  
Auburn, ME 04210

School Office: 800-882-2828    School Fax: 509-965-3909

Official's signature

1. Student Identification    SID: \_\_\_\_\_

Student Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth date: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_ 1.

2. Student's Academic History (1 credit = 1 Year Worth of Work)

Location	Grade	Year	Type	Course Name	Marks	Credits
1.2	8	07/08	FL	Spanish I	84	1
1.2	9	08/09	CS	Computer Applications	97	1
1.2	9	08/09	FA	Choir	91	0.5
1.2	9	08/09	HE	Health	87	0.5
1.2	9	08/09	LA	English 9	83	1
1.2	9	08/09	MA	Algebra I	88	1
1.2	9	08/09	NS	Physical Science	90	1
1.2	9	08/09	SS	Ancient History	85	1
1.2	10	09/10	FL	Spanish II	83	1
1.2	10	09/10	LA	English 10	90	1
1.2	10	09/10	MA	Geometry	86	1
1.2	10	09/10	NS	Biology	89	1
1.2	10	09/10	NS	Biology Lab	89	0.5
1.2	10	09/10	PE	Team Sports	97	1
1.2	10	09/10	SS	World History	78	1
2	10	09/10	ST	Driver's Ed	P	0.5
1.2	11	10/11	FA	Computer Aided Drafting	93	0.5
1.2	11	10/11	LA	Ancient Literature	76	1
1.2	11	10/11	MA	Algebra II	81	1
1.2	11	10/11	NS	Chemistry	87	1
1.2	11	10/11	NS	Chemistry Lab	87	0.5
1.2	11	10/11	PE	Team Sports	97	1
1.2	11	10/11	SS	Civics and CWP	97	1
1.2	12	11/12	FL	Spanish III	80	1
1.2	12	11/12	LA	Analyzing & Interpreting Lit CLEP	P	1
3	12	11/12	MA	Trigonometry	83	1
4.2	12	11/12	US	US History	97	1

3. Summary

	Total Credits Earned	Required	Still Needed	Additional
Language Arts (LA)	4	4	0	0
Foreign Language (FL)	3	0	0	3
Math (MA)	4	2	0	2
Social Studies (SS)	3	1	0	2
US History (US)	1	1	0	0
Natural Science (NS)	4	2	0	2
Fine Arts (FA)	1	1	0	0
Practical Arts (PA)	0	0	0	0
Business (BU)	0	0	0	0
Computer Skills (CS)	1	0.5	0	0.5
Physical Education (PE)	2	1	0	1
State Studies (ST)	0.5	0	0	0.5
Health (HE)	0.5	0.5	0	0
Electives	11			
<b>Total Credits</b>	<b>24</b>			
Anticipated Graduation				
<b>Actual Graduation</b>	<b>06/24/12</b>			

GPA Grade Point Average **3.28**

Community Service:

4.

5.

al %	Math	Math %	Writing	Writing %

6.

Name of school	Address of school	Town	State	Zip	Month/Year	Month/Year
1 Your State Homeschool						
2 North Atlantic Regional High	120 Center Street, Suite 205 Box 550	Auburn	ME	04210		
3 Your Local High School						
4 Your Local Community College						
5						
6						
7						
8						

7.

Grading System  
**A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- = 70-72, D+ = 67-69, D = 63-66, D- = 60-62**

Grade Point Average GPA Scale  
**A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = 0.67**

All classes are given equal weight in calculating GPA.

8.

Assistant Director	Registrar	Director
_____	_____	_____

9.

Business Address: 14 S. 6th Ave, Yakima, WA 98902    This transcript is official only if it bears the raised seal of the school and is signed by an authorized school official.    SJM021312

Summary of Transcript Sections:

**1. Student Identification**

Achievements: This section (optional) can be used to record the student's yearly achievements. Provide a letter, citation, trophy, award, newspaper clipping, certificate, or likewise in the yearly portfolio.

**2. Student's Academic History**

Source, grade, year, category type, course name, grade, and credit amount are entered here.

**3. Summary**

Total credits earned, required, still needed, and in addition to the required amount in LA, FL, MA, SS, US, NS, FA, PA, BU, CS, PE, ST, and HE are tallied here.

**4. Additional Student Information**

Achievements: This section (optional) can be used to record the student's yearly achievements. Provide a letter, citation, trophy, award, newspaper clipping, certificate, or likewise in the yearly portfolio as evidence.

Community Service: This section (optional) is a great opportunity to encourage and record volunteering. It is a good idea to record accumulated hours in each area. For example, if your student has served meals every Friday for the last year at the homeless shelter, you could record this as The Union Gospel Mission, 52 hours and include the supervisor's signature. Community service is required for some scholarship applications and has been added to many public school graduation requirements.

**5. Testing:**

Special testing (optional), such as Advanced Placement test (AP), College Level Examination Program (CLEP), Excelsior College Examinations, Industry Competency Examination (ICE), International Baccalaureate (IB), DANTES (DSST), and others.

**6. ACT/SAT Scores**

"The SAT and SAT Subject Tests are a suite of tools designed to assess your academic readiness for college. These exams provide a path to opportunities, financial support and scholarships, in a way that's fair to all students. The SAT and SAT Subject Tests keep pace with what colleges are looking for today, measuring the skills required for success in the 21st century." [www.sat.collegeboard.org](http://www.sat.collegeboard.org)

"The ACT is taken by high school students and college-bound individuals. The score results are used by colleges for admission, course placement and advising purposes, and by states, districts, schools, teachers, and students for diagnostic, monitoring, and intervention purposes." [www.act.org](http://www.act.org)

**7. Secondary Schools Attended:**

All courses reference the location the course was completed and graded, including home school courses. If grades/credits have been earned from a source other than your home school, the source is identified here.

**8. Grading System:**

Grade Point Average GPA Scale:

A	93-100	A	4.0
A-	90-92	A-	3.67
B+	87-89	B+	3.33
B	83-86	B	3.0
B-	80-82	B-	2.67
C+	77-79	C+	2.33
C	73-76	C	2.0
C-	70-72	C-	1.67
D+	67-69	D+	1.33
D	63-66	D	1.0
D-	60-62	D-	.67

All classes are given equal weight in calculating GPA.

**9. Signature & Validation:**

Official Transcripts must be signed by the registrar's office and bear our embossed seal. As an additional safeguard, organizations requesting an Official Transcript prefer a transcript mailed directly from NARHS.

**10. Official Transcript:**

The mailed envelope will contain a signed, embossed Official Transcript and the envelope itself will have an official's signature. These steps secure the validity of the transcript.

**☐ Credit Course Titles**-a list of often-used course titles

<b>SUBJECT KEY:</b>	MA Math	Biblical Studies	LA, SS	Criminal Law	SS
BU Business	PE Phys Ed	Biology	NS	Critical Thinking	LA, SS
CS Computer Skills	PA Practical Arts	Bookkeeping	BU, MA	Cross-cultural Experience	SS
FA Fine Arts	NS Natural Science	British Literature	LA	Culinary Arts	BU, FA, PA
FL Foreign Language	ST State Studies	Building Construction	BU, FA	Culture & Comm in America	SS
HE Health	SS Social Studies	Building Rest & Remodeling	FA, SS	Current National Events	SS
LA Language Arts	US US History	Building Trades - Carpentry	BU, FA, PA	Current World Events	SS
		Building Trades - Electricity	BU, NS, PA	Dance	FA, PE
<b>COURSES:</b>		Building Trades - Finish Work	FA, PA	Diesel Mechanics	BU, NS
Accounting	BU, MA	Bldg Trades - Oil Burner Tech	BU, NS	Diesel Technology	BU, NS
Accounting, Principles of	MA	Building Trades - Plumbing	BU, NS, PA	Disability Care - Comm Res	SS
Acting, Performance	FA	Business Administration	BU, SS	Disability Care - Housing	BU, SS
Adaptations in Phys Ed	PE	Business Communications	BU, LA, SS	Disability Care - Legal Issues	BU, SS
Advanced Art Portfolio	FA	Business Law	BU, SS	Disability Care - Personal Care	HE, NS
African-American Literature	LA	Business Management	BU, SS	Disability Care - Personal Dev	SS
Agricultural Management	BU, SS	Business Math	BU, MA, SS	Drafting	FA, MA
Agricultural Research	BU, NS, SS	Calculus	MA	Drama	FA
Agricultural Science	BU, NS	Calculus w/ Elem Functions	MA	Drawing	FA
Agricultural Technology	BU, NS, CS, SS	Cardio Kickboxing	HE, PE	Drivers Education	SS, ST
Agriculture as Business	BU, SS	Career Aspirations	BU, SS	eBay, Making Money on eBay	MA, SS
Agriculture & the Environment	BU, NS, SS	Career Development	BU, SS	ESL - Eng as a Second Lang	FL, LA
Algebra - Alg 1, Alg 2	MA	Career Internship	BU, SS	Early Civilizations	SS
Alternative Medicine	HE, NS	Cartography	FA, SS	Earth Science	NS
American Civil War	SS, US	Certified Nurses Aide	HE, PA	Ecology	NS
American Folklore	LA	Chemistry	NS	Economics	BU, SS
American Government	SS, US	Child Care - Intro to Safety	HE, SS	Egyptian Civ, Egyptology	SS
American History	SS, US	Child Care - Phys Disabled	HE, SS	Elder Care - Comm Res	SS
American Literature	LA	Child Growth & Development	HE	Elder Care - Housing	BU, SS
American Short Stories	LA	Chinese	FA, FL	Elder Care - Legal Issues	SS
American Sign Lang (ASL)	FA, FL, SS	Choir / Chorus	FA	Elder Care - Personal Care	HE, PA
American Revolutionary War	SS, US	Christian Doctrine	LA, SS	Electricity	BU, NS
Analyzing & Interpreting Lit	LA	Civics	SS, US	Electronics	BU, NS
Anatomy & Physiology	HE, NS	Civil Law	SS	Energy	NS
Ancient History	SS	Classical Literature	LA	English	LA
Ancient History from the Bible	SS	Climatology	NS, SS	English Composition	LA
Ancient Literature	LA	Clothing, Fab, Text, & Fashion	BU, FA, PA	English for the Trades	LA
Ancient Li from the Bible	LA	Collage & Assemblage	FA	Entrepreneurial Studies	BU, SS
Antiques	BU, SS	College Algebra	MA	Environmental Protection	BU, NS, SS
Appliance Repair	BU, NS	College Algebra - Trig	MA	Environmental Science	NS
Aquaculture - as a Business	BU, SS	College Math	MA	Environmental Technology	BU, CS, NS, SS
Aquaculture - Management	BU, SS	Community Action	SS	Equestrian Skills - Competition	PE
Aquaculture - Science	NS	Community Service	BU, SS, PA	Equestrian Skills - Dressage	PE, FA
Aquaculture - Technology	BU, NS, BU	Comp Aided Drafting (CAD)	BU, FA, CS	Equestrian Skills - Jumping	PE
Aquaculture - Environment	NS, SS	Computer Appl & Info Syst	BU, NS, CS	Equestrian Skills - Riding	PE
Art	FA	Computer Business App	BU, CS	Equestrian Skills - Training	PE
Art Hist - Prehistoric/Med	FA, SS	Computer Certification	CS, NS	Equine Health & Disease	NS
Art Hist - Ren/Modern	FA, SS	Computer Desktop Publishing	BU, CS, FA	Equine Management	BU, PA
Asian History	SS	Computer Graphics	CS, FA	Equine Repro & Genealogy	NS
Astronomy	NS	Computer Math	BU, CS, MA	Equine Sc - Anat & Physi	NS
Auto Mechanics	BU, NS, PA	Computer Programming	BU, CS, NS	Equine Sc - Nutrition & Health	NS
Auto Reconditioning	BU, FA, NS, PA	Computer Service & Repair	BU, CS, NS	Etmology	LA
Auto Service Technology	BU, NS, PA	Conservation	BU, NS, SS	European History	SS
Automotive Sales	BU, SS	Cons Math - Everyday Appl	MA	Exploring Technology	CS
Aviation - Flying Lessons	PA	Cons Math - Major Purchases	MA	Family Farming	BU, SS
Aviation - Pilot Ground School	PA	Cons Math - Invest Insur	MA	Fiction Writing	LA
Backyard Maple Sugaring	BU, NS	Consumer Studies	SS	Firefighting - Jr Volunteers	PA, PE
Band	FA	Construction Design	FA	First Aid, CPR, Lifesaving	HE
Banking	BU, CS, MA	Construction Technology	NS	Food Service Management	BU, SS, PA
Baseball & Society	SS	Cosmetology	BU, FA, NS, SS	Forest Management	BU, NS, SS
Bible as Literature	LA	Creative Writing	LA	Forest Technology	BU, NS, SS



French	FA, FL	Machines	NS	Public Speaking	FA, LA
Freshman College Comp	LA	Managing Office Procedures	BU, SS	R O T C, Jr	SS, PE, US
Furniture Mkg, Repair, Restore	FA, PA	Managing the Family Farm	BU, PA, SS	Real Estate - Development	BU, MA, SS
Gardening	PA	Management Communications	LA	Real Estate - The Business of	BU, MA, SS
Garment Making	BU, FA, PA	Marine Biology	NS	Real Estate - Investment	BU, MA, SS
Gemology	FA, NS	Marketing & Advertising	BU, SS	Real Estate - Law & Licensing	BU, SS
General Science	NS	Marriage & the Family	SS	Real Estate - Value & Appr	BU, MA, SS
Genetics	NS	Martial Arts	FA, PE	Refrigeration Technology	BU, NS, PA
Geography	SS	Math for Bus & the Trades	BU, MA	Religion	LA, SS
Geometry	MA	Mechanical Drawing, Drafting	BU, FA, MA	Renewable Natural Resources	BU, NS, SS
Government & Politics	SS	Medical Assistant	HE, NS	Residential Arch & Design	FA, MA
Grammar & Composition	LA	Medical Terminology	LA, NS	Robotics	NS
Greek	FA, FL	Medication Technician	HE, NS	School-to-Work English	LA
Group Athletic Activities	PE	Merchandising - Catalog	BU, SS	Science & Technology	NS, SS
Hair, Skin, & Nails	FA, HE, PA	Merchandising - Direct Mrktg	BU, SS	Science of Everyday Things	NS, SS
Handcarving	FA	Merchandising - The Internet	BU, SS	Screen Printing	BU, FA, PA
Health	HE	Merchandising - Wholesaling	BU, SS	Secretarial Systems	BU, LA, SS
Health Aide	BU, HE	Meteorology	NS	Self Defense	PE
Health Careers Practicum	BU, HE	Microbiology	NS	Sheet Metal Technology	BU, PA
Health Occupations, Intro	BU, SS	Middle Eastern Civilization	SS	Sign Language (ASL)	FA, FL
Health Specialties	BU, SS	Military History	SS	Small Engine Repair	BU, NS
Heavy Equipment Maint	NS, PA	Military Science	NS, SS	Sociology	SS
Heavy Equipment Operator	PA	Military Service, An Intro	SS	Space Science	NS
Hebrew	FA, FL	Modern Civilization	SS	Spanish	FA, FL
Hebrew Language & Culture	FA, FL, SS	Music	FA	Speech	FA, LA
History of Flight	SS	Music Appreciation	FA	Stained Glass Design	FA
History of Music	FA, SS	Music Composition	FA	State Studies	SS, ST
History of US through 1877	SS, US	Music History	FA, SS	Studio Ceramics	FA
History of US from 1865	SS, US	Musical Instrument Study	FA	Team Sports	PE
History of War, Weap, Warriors	SS	Music Theory	FA	Technical Math	BU, MA
Horticulture	NS	Multicultural Literature	LA	Technical Writing	BU, LA
Household Mangt, Home Ec	SS, PA	Mythology	LA, SS	Tech of Yesterday & Today	NS, SS
How Everyday Things Work	NS	Near East Civilization	SS	Teen Survival	HE, SS
Human Growth & Dev	HE, NS, SS	Nutrition	HE, NS	Telecommunications	BU, NS, SS
Human Services	SS	Observational Drawing	FA	The American Revolution	SS, US
Humanities	FA, SS	Oceanography	NS	The Civil War	SS, US
Individual Athletic Activities	PE	Oral Interpretation	LA	Theatre	FA, LA
Industrial Arts	PA, SS	Orchestra	FA	Theology	LA, SS
Information Technologies	BU, CS, NS	Outdoor Recreational Mangt	BU, PE, SS	Trigonometry	MA
Interior Design	BU, FA, PA	Painting	FA	TV Production	CS, NS, SS
Interpersonal Communications	LA, SS	Paleontology	NS, SS	Typing, Keyboarding	BU, CS
Introduction to Communication	LA, SS	Parenting Skills	PA, SS	US History	SS, US
Introduction to Linguistics	FL, LA	Peer Counseling	LA, SS	Veterinary Aide	BU, NS
Introductory Anthropology	SS	Personal Care Attendant	HE, SS	Veterinary - Sm Animal Care	NS
Investigating Insurance	BU, MA, SS	Personal Finance	BU, MA	Veterinary - Lg Animal Care	NS
Italian	FA, FL	Personal Fitness	HE, PE	Veterinary - Technology	NS
Japanese	FA, FL	Personal Investing	BU, MA	Video Production & Tech	CS, FA
Jewelry Making	FA, PA	Pharmacy Assistant	HE, NS	Web Design & Maint	BU, CS, SS
Journalism	LA	Philosophy	LA, SS	Weight Training	PE
Jr ROTC	SS, PE, US	Photography - Black & White	FA	Welding	BU, FA, PA
Landscape Design	BU, FA	Photography - Color	FA	Western Civilization	SS
Landscape Management	BU	Photography Lab	FA	Wilderness Survival	NS
Landscaping	BU, FA, PA	Phys Ed for Men	HE, PE	Woodworking	FA, PA
Latin	FA, FL	Phys Ed for Women	HE, PE	Workplace Communications	LA
Law Enforcement	SS	Physical Education	PE	World Affairs	SS
Leadership	SS	Physical Science	NS	Writing Lab	LA
Legal Research	LA, SS	Physics	MA, NS	Zoology	NS
Legal Secretary	BU, LA, SS	Poetry Writing	LA		
Library Aide	LA	Political Science	BU, SS		
Life Management	HE, SS	Pottery & Clay Design	FA		
Literature, The Classics	LA	Presidency & American Govt	SS, US		
Livestock Care	NS	Probability & Statistics	MA		
Machine Tool Technology	BU, NS	Psychology	NS, SS		

Colleges where  
NARHS graduates  
have been accepted

Adelphi University  
Adirondack Comm College  
Adrian College  
Alaska Pacific Univ  
Albright College  
Allegheny College  
American Musical & Dramatic Acad  
American Univ  
Amherst College  
Andrews University  
Angelo State University  
Antioch College  
Aquinas College  
Arcadia University  
Asbury College  
Ashworth College  
Assumption College  
Atlanta Chr College  
Augusta (GA) State University  
Austin Community College  
Babson College  
Bagley Coll of Engineering  
Ball State University  
Bard College  
Barry University  
Barton College  
Bates College  
Baylor University  
Beal College  
Bellevue Comm College  
Bellin College of Nursing  
Belmont Abbey College  
Beloit College  
Bennington College  
Berea Col of Music  
Berkshire Inst of Chr Studies  
Bethel University  
Bluffton University  
Bob Jones University  
Boston University  
Bowdoin College  
Bowen Tech College  
Bowling Green State Univ  
Brandeis University  
Brevard Comm College  
Bridgewater State Univ  
Brigham Young University  
Brookhaven College  
Brownsville Schl of Ministry  
Bryan College  
Bryn Mawr College  
Camden Comm College  
Carleton University  
Carnegie Mellon University  
Case Western Reserve Univ  
Catholic Univ of America  
Cedarville University  
Central Maine Comm College  
Central Michigan University  
Christopher Newport Univ  
Cincinnati Bible Coll & Seminary  
Cincinnati Conservatory of Music  
Claremont McKenna College  
Clark University  
Clarkson University  
Cleveland Institute of Music  
College Misericordia  
College of Charleston  
College of New Jersey  
College of St. Rose  
College of St. Scholastica  
College of the Atlantic  
College of the Holy Cross  
College of the Ozarks  
College of Wooster  
Colorado Christian Univ  
Colorado College  
Colorado School of Mines  
Colorado State University  
Columbia International Univ  
Concordia University  
Cooper Union Adv Sci & Art  
Cornell University  
Cornish College of the Arts  
Cranbrook Academy of Art  
Creighton University  
Curtis Institute of Music  
Daniel Webster College  
Daystar University (Kenya)  
Denison University  
Denver Darkroom Schl of Photog  
DePaul University

Divers Institute of Technology  
Dordt College  
Drew University  
Drexel University  
Dutchess Comm College  
Earlham College  
East Carolina University  
Eastern Michigan Univ  
Eastern Nazarene College  
Eastern University  
Eastman Conservatory of Music  
Eckerd College  
Elim Bible Institute  
Elizabethtown College  
Embry Riddle University  
Emerson College  
Erskine College  
Eugene Lang College  
Evergreen State College  
Fairleigh Dickinson Univ  
Fairmont State College  
Fashion Inst of Tech (NYC)  
Florida State University  
Franciscan University  
Franklin College  
Franklin Pierce College  
Freed-Hardeman University  
Full Sail University  
Geneva College  
George Fox College  
George Washington University  
Georgetown University  
God's Bible Schl & College  
Gordon College  
Goucher College  
Grace University  
Granite State College  
Green Mountain College  
Green River Comm College  
Grinnel University  
Grove City College  
Guilford College  
Hampden-Sydney College  
Hampshire College  
Hartt School of Music  
Harvard University  
Hebrew University of Jerusalem  
Hesser College  
Highland Comm College  
Hillsboro Comm College  
Hillsdale College  
Holstra University  
Holy Cross (College of the)  
Houghton College  
Hudson Valley Comm College  
Huntington College  
Husson College  
Indiana River Comm College  
Indiana State University  
Indiana University  
Iowa State University  
Ithaca College  
Ivy Technical Comm College  
James Madison University  
Jefferson Davis Comm College  
Johns Hopkins University  
Johnson and Wales University  
Juilliard  
Juniata College  
Kalamazoo College  
Kansas State University  
Keene State College  
Kennebec Valley Tech Coll  
Kentucky Wesleyan College  
Knox College  
Lake-Sumter Comm College  
Laramie County Comm College  
Lawrence University  
Lee University  
Lehigh University  
LeTourneau University  
Lewis and Clark College  
Liberty University  
Lipscomb University  
Livingston College  
Loma Linda University  
Long Island University  
Louisiana Tech University  
Loyola University  
Lyndon State College  
Lynn University  
Macalester College  
Maine College of Art  
Malone College  
Manhattan School of Music  
Marion College  
Marlboro College  
Marquette University  
Marshall University  
Marymount Manhattan College  
Massasoit Comm College

McIntosh College  
McMaster University  
Mercer University  
Merrimack Comm College  
Mesa Community College  
Messiah College  
Miami-Dade Comm College  
Milwaukee School of Engineering  
Mississippi State University  
Monroe Community College  
Montclair State University  
Moody Bible Institute  
Motorcycle Mechanic Institution  
Mount Holyoke College  
Mount Ida College  
Mount St. Mary's University  
Multnomah University  
New Brunswick Bible College  
New College of Florida  
New England Bible College  
New England Conservatory  
New Hampshire Comm Tech  
New Mexico Tech  
New Tribes Bible Institute  
New York University  
North Carolina State University  
North Central University  
North Georgia College University  
North Greenville College  
North Idaho College  
North Park University  
Northern Virginia Community College  
Northeastern University  
Northwest College (WY)  
Northwest University (WA)  
Northwestern College (IA)  
Niagara University  
Norwich University  
Notre Dame  
Nyack College  
NYU Steinhardt Schl of Education  
NYU Tisch Schl of the Arts  
Oakton Community College  
Oberlin College  
Odessa Community College  
Ohio State University  
Ohio University  
Oklahoma State University  
Oklahoma Wesleyan University  
Olivet Nazarene University  
Oregon Inst. of Technology  
Orlando Culinary Academy  
Pacific University  
Palm Beach Comm College  
Pasco-Hernando Comm College  
Peabody Conservatory @ Johns  
Hopkins  
Penn State  
Pensacola Christian College  
Pepperdine University  
Philadelphia Biblical University  
Piedmont College  
Pinecrest Bible College  
Plymouth State University  
Pomona College  
Purdue University  
Queens University  
Raritan Community College  
Reed College  
Regent University  
Rensselaer Polytech Institute  
Reynolds Comm College  
Rice University  
Ringling School of Art & Design  
Rivier College  
Rochester Institute of Tech  
Rockport College  
Roosevelt University  
Rutgers University  
St. Andrews College  
St. Anselm College  
St. John's College  
St. Joseph's College  
St. Mary's College  
St. Olaf College  
St. Petersburg College  
St. Thomas University  
Sarah Lawrence College  
Sarasota County Techl Inst  
School of Music at Indiana University  
Sealaska Heritage Institute  
Seattle Art Institute  
Seattle Pacific University  
Simpson College  
Smith College  
Southern Adventist University  
Southern Maine Comm College  
Southern New Hampshire University  
Southern Virginia University  
Southwest Baptist University  
Sterling College

Stockholm Univ (Sweden)  
SUNY (State University of New York)  
SUNY Coll. of Environmental Science  
SUNY Maritime College  
Suffolk County Comm College  
Suffolk University  
Swarthmore College  
Syracuse University  
Taylor University  
Temple University  
Tennessee Temple University  
Texas A & M University  
Texas Christian University  
The Masters College  
Thomas More College  
Trinity College of Florida  
Trinity International University  
Tulane University  
UCLA School of Music  
Ultrasound Diagnostic School  
Union College  
Universal Tech Schl, Phoenix  
US Air Force Academy  
US Coast Guard Academy  
US Merchant Marine Acad  
US Military Academy (West Point)  
US Naval Academy  
Unity College  
University College of Bangor  
Univ of Alabama  
Univ of Buckingham (UK)  
Univ of Central Florida  
Univ of Chicago  
Univ of Colorado  
Univ of Connecticut  
Univ of Florida  
Univ of Georgia  
Univ of Hawaii  
Univ of Illinois  
Univ of Indianapolis  
Univ of Maine  
Univ of Maryland  
Univ of Massachusetts  
Univ of Miami  
Univ of Michigan  
Univ of Mobile  
Univ of New Hampshire  
Univ of North Florida  
Univ of Pittsburgh  
Univ of Puget Sound  
Univ of Redlands  
Univ of Rhode Island  
Univ of Richmond  
University of Rochester  
Univ of Sioux Falls  
Univ of South Carolina  
Univ of Southern California  
Univ of Southern Maine  
Univ of Texas  
Univ of the Free State, South Africa  
Univ of Utah  
Univ of Vermont  
Univ of Virginia  
Univ of Washington  
Univ of Waterloo  
Univ of West Florida  
Univ of Wisconsin  
Univ of Wyoming  
Utah State University  
Valencia Comm College  
Valley Forge Christin College  
Valparaiso University  
Vassar College  
Virginia Commonwealth University  
Virginia Military Institute  
Virginia Tech  
Wagner College  
Walla Walla University  
Waterloo University  
Wayne State University  
Webb Institute  
Weber State University  
Wells College  
West Point (US Military Academy)  
West Virginia Wesleyan College  
Western Baptist College  
Western Carolina University  
Western New England College  
Western Washington University  
Westminster College  
Westmont College  
Westwood College of Tech  
Wheaton College  
Whelock College  
Whitman College  
Willamette University  
Williams College  
Wilson College  
Winthrop University  
Worcester Polytechnic Institute  
Word of Life Bible Institute

**5 Registration**

Registration  
Curriculum Design Worksheet  
School Year  
High School Student by Definition  
The Process  
Important Dates

**6 About Home Schooling:**

What is Home Schooling?  
Benefits of Home Schooling  
Books and Curriculum  
Compulsory School Attendance Laws  
Colorado Plan

**7 About Credits:**

7th and/or 8th Grade Credits  
Activity Credits  
College Credit  
College Credit Conversion  
College Freshman  
Credit Allocation  
Credit by Definition  
Dual Enrollment  
Regionally Accredited Transcript  
Residency  
Review and Recovery  
Summer Activities  
Summer School  
Team Sports  
Transcripts  
Transcript Evaluations

**10 About Grading**

Class Rank  
Grading Scale  
Final Grades  
Grading Scale  
Grades Under 70%  
100% Grades  
Honors Courses  
Passing Grades  
Driver's Ed

**12 About Courses**

Self-Designed Courses  
Textbook Courses  
Self-Designed Course Description Example/Form  
Curriculum Design Worksheet Example/Form  
Daily Log Example

**NARHS Credit Requirements**

18 Graduation Requirements  
19 Computer Literacy  
20 Electives  
21 Fine Arts  
22 Health  
23 Language Arts  
24 Math  
25 Physical Education  
26 Science  
27 Social Studies

28 State Studies  
29 US History

**30 About the Portfolio Review**

31 Review Summary Example/Form  
33 Evidence  
36 Log Book Example/Forms

**38 Home School Transcript**

Example/Form  
Optional Transcript Tracker  
Community Service Form

**42 NARHS Transcript / Example**

Summary of Transcript Sections

**44 Additional Resources**