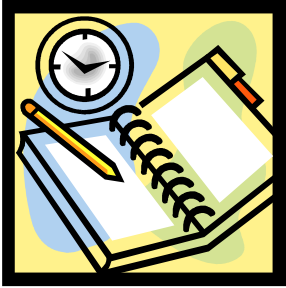


TRANSCRIPTING/SCHEDULING



Time Required: 30-45 minutes

Principles:

- Students will acquire attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.

Objectives (Students will...):

- Make annual revisions as appropriate to their academic improvement plan based on their most recent classroom work, high school grades, standardized test scores, teacher comments, and life experiences.

GOAL: Students will learn how to use transcripts for academic and career planning and course scheduling.

Activity Statements:

Students will use transcripts to determine their personal class ranking, calculate their grade point average (GPA), and total their credits earned.

Materials:

1. Copies of students' transcripts
2. Overhead projector (May use whiteboard or chalkboard)
3. Blank Transparency for procedure to calculate GPA including value of letter grades, formula for determining GPA
4. High School Course description book or enrollment guide (for class point values).

Procedures:

1. Distribute students' copies of transcripts and Personal Educational Plans begun in 8th grade.
2. Explain purpose of transcripts. Instruct students to locate their class ranking, GPA, credits earned on their transcripts.
3. Discuss other information your high school includes on personal transcripts.
4. Explain that there are times students need to calculate their GPAs on their own (i.e. to verify accuracy). Use the transcript to show students how to compute GPAs. (Refer to website listed under "Additional Resources" for directions, if necessary.)

TRANSCRIPTING/SCHEDULING

5. Ask students to review their transcripts and Personal Educational Plans and what they need to do to continue progress toward post-secondary goals.

Additional Resources:

Computing GPA http://sociology.msu.edu/documents/GPAcomputingMethod_000.pdf

Extension Activities:

Encourage teachers to have students compute GPAs after each grading period. Teachers could have students keep a grade log sheet in their class.

