

Dual Enrollment Recommendations for Wisconsin High School Transcripts

1. As a minimum, all high schools will note courses for which students receive credit or eligibility for credit from postsecondary institutions using the following designations:
 - a. AS = Advanced Standing
 - b. TC = Transcribed Credit (includes Early College Credit Program and Start College Now)
 - c. AP = Advanced Placement

2. If possible, note the institutions from which the students were granted AS or TC. For example:
 - a. BUS Business Law (AS: Western Technical College)
 - b. AFNR Veterinary Science (TC: Northcentral Technical College)
 - c. FCS Food Science (TC: UW-Stout)

If the software in use limits the number of characters, note the institution in the comments section of the transcript.

3. Note all state credentials a student earned in high school. This can be placed in the comments section of the transcript. For example:
 - a. Earned a State Youth Apprenticeship Certificate in Health Sciences Therapeutic Services
 - b. Earned a State Employability Skills Certificate
 - c. Earned a Cooperative Education Certificate in Marketing, Management, and Entrepreneurship Education - Professional Sales
 - d. Earned a State Assistant Child Care Teacher Certificate
 - e. Earned an Automotive YES Certificate from the Automotive Youth Education Systems

See next page for a sample transcript.

Official School Transcript
 ABC School District
 123 North Main Street
 Anytown, WI 53151
 608-555-5555

Student Name: John Doe			
Student ID: 2163	Grade: 12	Gender: M	Graduated: 06/09/2020
Birthplace: LaCrosse	DOB: 4/12/2002	Ethnic Code:	Class of: 2020
Parent Guardian: Mary and Jeff Doe 456 East Main Street Anytown, WI 53151			

Crs ID	Course Title	Mark	Credit	Crs ID	Course Title	Mark	Credit	GPA Summary																														
ABC High School Grd 09 1/2017 Term 1 MTH Algebra 1 B .500 ENG English 9 C .500 SOC U.S. History A .500 FOR Spanish I B .500 SCI Physical Science C .500 BUS Information Technology B .500 PED Physical Education 9 C .500 Crd Att: 3.500 Comp: 3.500 Term GPA: 2.714				ABC High School Grd 11 1/2019 Term 1 MTH Algebra 2 B .500 ENG English 11 A .500 SOC U.S. History (AP) B .500 FOR Spanish Literature (TC) A .500 SCI Chemistry B .500 BUS Accounting (AS) B .500 PED Physical Education 11 B .500 Crd Att: 3.500 Comp: 3.500 Term GPA: 3.286				Academic GPA: 3.221 Total GPA: 3.22 Class Rank: 62 Total Credits Attempted: 27.5 Credit Summary - Graduation Requirements <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Subject Area</th> <th style="width: 20%;">Req</th> <th style="width: 20%;">Cmp</th> </tr> </thead> <tbody> <tr> <td>HEA Health</td> <td>.500</td> <td>.500</td> </tr> <tr> <td>ENG English</td> <td>4.000</td> <td>5.000</td> </tr> <tr> <td>MTH Mathematics</td> <td>3.000</td> <td>4.000</td> </tr> <tr> <td>PED Physical Education</td> <td>1.500</td> <td>1.500</td> </tr> <tr> <td>SCI Science</td> <td>3.000</td> <td>4.000</td> </tr> <tr> <td>SOC Social Studies</td> <td>3.000</td> <td>4.000</td> </tr> <tr> <td>ELE Electives</td> <td>7.000</td> <td>8.500</td> </tr> <tr> <td>Total Credits</td> <td>22.000</td> <td>27.500</td> </tr> </tbody> </table>				Subject Area	Req	Cmp	HEA Health	.500	.500	ENG English	4.000	5.000	MTH Mathematics	3.000	4.000	PED Physical Education	1.500	1.500	SCI Science	3.000	4.000	SOC Social Studies	3.000	4.000	ELE Electives	7.000	8.500	Total Credits	22.000	27.500
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ABC High School Grd 09 6/2017 Term 2 MTH Algebra 1 B .500 ENG English 9 B .500 SOC U.S. History A .500 FOR Spanish I B .500 SCI Physical Science B .500 BUS Information Technology B .500 HEA Health B .500 Crd Att: 3.500 Comp: 3.500 Term GPA: 3.143				ABC High School Grd 11 6/2019 Term 2 MTH Algebra 2 B .500 ENG English 11 A .500 SOC U.S. History (AP) A .500 FOR Spanish Literature (TC) A .500 SCI Chemistry A .500 BUS Accounting (AS) B .500 Crd Att: 3.000 Comp: 3.000 Term GPA: 3.667																																		
ABC High School Grd 10 1/2018 Term 1 MTH Geometry A .500 ENG English 10 B .500 SOC Western Civilization B .500 FOR Spanish II B .500 SCI Biology B .500 BUS Business Law A .500 PED Physical Education 10 C .500 Crd Att: 3.500 Comp: 3.500 Term GPA: 3.133				ABC High School Grd 12 1/2020 Term 1 MTH Calculus (AP) B .500 ENG English Lit & Comp (AP) B .500 ENG Technical Writing (TC) B .500 SOC Social Psychology (TC) B .500 SCI Physics C .500 BUS Accounting II (AS) B .500 ELE Work Experience B .500 Crd Att: 3.500 Comp: 3.500 Term GPA: 2.857																																		
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Key: AP = Advanced Placement				Comments: Earned a state Employability Skills Certificate Spanish Literature (TC: UW-Madison) Accounting 1 (AS: Madison Area Technical College)																																		

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TS = Transcribed Credit

Social Psychology (TC: UW-Madison) Technical Writing (TC: Madison Area Technical College)
Accounting II (AS: Madison Area Technical College)

Transcript is unofficial unless school seal is present