

The High School Transcript Page: A How-To Guide

The **High School Transcript** page turns the grades you already track in Chalk and Chart into a clean, official-looking transcript you can print for college applications, dual-enrollment programs, or your own records. It is formatted like a real school transcript, with a masthead, student and school information, four years of academic records, GPA, credits, test scores, and a signature line.

The best part: your academic records fill in automatically from the Grades page. You add a handful of extra details once, and the transcript builds itself.

This guide walks through every function on the page.



OFFICIAL SCHOOL TRANSCRIPT

Ada

STUDENT INFORMATION

Student Name: Ada
Address:
Phone:
Email:
Graduation Date:
DOB:

SCHOOL INFORMATION

School Name: Demo Family Homeschool
Address:
Phone:
Email:

ACADEMIC RECORDS

School Year 2023-2024 | Grade Level: 9th

No grades recorded for this grade level yet.

School Year 2024-2025 | Grade Level: 10th

No grades recorded for this grade level yet.

School Year 2025-2026 | Grade Level: 11th

Course Title	Credits	Grade
English	1	A
History	1	B
Math	1	A

Cumulative GPA: 3.67 | Credits: 3 | GPA: 3.67

School Year 2026-2027 | Grade Level: 12th

Course Title	Credits	Grade
Science	1	A

Cumulative GPA: 3.75 | Credits: 1 | GPA: 4.00

ACADEMIC SUMMARY

Cumulative GPA: 3.75
Total Credits: 4

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

TEST SCORES

SAT: —
ACT: —

This document serves as the official transcript of Ada, confirming academic progress toward earning a high school diploma.

Title: Principal

Signature

Date

Turning the page on

The High School Transcript is an optional page on the **Scholar** plan, so you switch it on when you need it. Go to **Settings** → **Optional pages** and turn on **High School Transcript**. Once enabled, it appears in the main menu on the left, just after **Portfolio**.

If you don't see it in the menu, that's where to look first.

Opening the page

From the main menu on the left, click **High School Transcript**. On a phone, tap it in the menu.

At the very top you'll find the controls (these show on screen only, never on the printout):

- A **Student** picker to choose whose transcript you're viewing.
- An **Edit details** button to fill in the extra information.
- A **Print** button to produce the final document.

If you haven't added any students yet, the page will ask you to add one on the **Family** page first, then come back.

Tip: Have more than one high schooler? Use the **Student** picker to switch between them. Each student has their own transcript and their own saved details.

Part 1: Where the transcript gets its information

Before you fill anything in, it helps to know that the transcript draws from two places:

1. **Your Grades page.** The whole **Academic Records** section (courses, letter grades, GPA, and the school years) is built automatically from the grades you've recorded for the student. You never type these in here.
2. **The Edit details panel.** Everything else (names, addresses, dates, test scores, achievements, and per-course credits) lives in one editable panel on this page, because those details aren't tracked

anywhere else in the app.

So the single most important thing to know is this: **if the academic records look empty or wrong, the fix is almost always on the Grades page, not here.**

Part 2: Academic Records

This is the heart of the transcript. It always shows four fixed boxes, one for each high school grade level: **9th, 10th, 11th, and 12th.**

School Year 2023-2024 Grade Level: 9th	School Year 2024-2025 Grade Level: 10th																								
No grades recorded for this grade level yet.	No grades recorded for this grade level yet.																								
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<table><tr><th>Course Title</th><th>Credits</th><th>Grade</th></tr><tr><td>English</td><td>1</td><td>A</td></tr><tr><td>History</td><td>1</td><td>B</td></tr><tr><td>Math</td><td>1</td><td>A</td></tr><tr><td colspan="3">Cumulative GPA: 3.67 Credits: 3 GPA: 3.67</td></tr></table>	Course Title	Credits	Grade	English	1	A	History	1	B	Math	1	A	Cumulative GPA: 3.67 Credits: 3 GPA: 3.67			<table><tr><th>Course Title</th><th>Credits</th><th>Grade</th></tr><tr><td>Science</td><td>1</td><td>A</td></tr><tr><td colspan="3">Cumulative GPA: 3.75 Credits: 1 GPA: 4.00</td></tr></table>	Course Title	Credits	Grade	Science	1	A	Cumulative GPA: 3.75 Credits: 1 GPA: 4.00		
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How each box fills in

Each box represents one school year. The app looks at the grades you've entered for the student and does the work for you:

- Every **subject** that has grades in that year becomes a **course** in the box.
- The grades for that subject are **averaged** into a single **letter grade** (using the grading scale shown below).
- Each box footer shows that year's **GPA**, its **Credits**, and the running **Cumulative GPA** across all years so far.

GPA is **credit-weighted**, so a course worth more credits counts more toward the average.

Which year lands in which box

This is the part worth understanding, because it depends on two things you set elsewhere:

- **The student's grade level** (set on the **Family** page) decides which box the current school year falls into. If the student is in 11th grade, the current year's courses appear in the 11th grade box, earlier years slide into 10th and 9th, and so on.
- **The dates on your grades** sort earlier and later school years into the earlier and later boxes.

Tip: Grade dates are optional. Any grade you enter **without** a date counts toward the student's **current** grade level. So if you're just getting started and haven't dated your grades, they'll all show up in the box for the grade level the student is in right now. Set the right grade level on the Family page and that box lands where you expect.

If a grade level has no grades yet, its box simply reads "No grades recorded for this grade level yet." That's normal for years the student hasn't reached.

Editing credits

Each course defaults to **1 credit**. To change a course's credits, click **Edit details** at the top of the page to enter edit mode, then type the new number directly into the **Credits** cell in the table (you can use half credits, like 0.5). The GPA and totals update as you go. Click **Save details** when you're done.

Part 3: The Edit details panel

Click **Edit details** to open the panel where you enter everything the app can't pull from your grades. Fill it in once and it's saved for that student.

These fields aren't tracked elsewhere in the app, so enter them here. Academic records, GPA, and credits come from the student's grades. Edit each course's credits directly in the tables below.

STUDENT	SCHOOL	TEST SCORES & ACHIEVEMENTS
Student name (full name for the transcript) Ada Lovelace Address 123 Learning Lane, Austin, TX 73301 Phone (512) 555-0199 Email ada@example.com Date of birth 03/18/2009 Graduation date 06/05/2027	School name Bright Future Homeschool Address 789 Green Street, Austin, TX 73301 Phone (512) 555-0142 Email office@brightfuture.example	SAT 1250 ACT 27 Achievements (one per line) Honor Roll Student (2025-2027) Science Fair Winner

The panel is grouped into three sections.

Student

Field	What it does
Student name (full name for the transcript)	The app otherwise stores only one name for each student. Enter the full legal name here to have it appear on the transcript. If you leave it blank, the tracked name is used.
Address	The student's mailing address.
Phone	A contact phone number.
Email	A contact email address.
Date of birth	Shown in the Student Information box as a long date (for example, May 3, 2008).
Graduation date	The expected or actual graduation date, also shown as a long date.

School

Field	What it does
School name	The name of your homeschool. If you leave it blank, the transcript shows "[Your Family] Homeschool" using your family name.
Address	Your school's address.
Phone	Your school's phone number.
Email	Your school's email address.

Test scores & achievements

Field	What it does
SAT	The student's SAT score (for example, 1250). Shown as a dash if left blank.
ACT	The student's ACT score (for example, 27). Shown as a dash if left blank.
Achievements	A free-text list, one achievement per line . Each line becomes a bullet under Achievements on the transcript.

To save your changes: click **Save details**. The button briefly reads "Saving..." and your changes take effect right away. Click **Done** to close the panel without leaving edit mode changes pending.

Tip: The achievements box is one per line. Press Enter between entries, like this: `Honor Roll Student (2023-2025)` on one line and `Science Fair Winner` on the next.

Part 4: The rest of the transcript

Below Academic Records, three summary boxes round out the document.

- Academic Summary** shows the **Cumulative GPA** and **Total Credits** across all four years, both calculated automatically from your grades and credits.
- Grading Scale** is fixed and printed for reference: **A** 90-100, **B** 80-89, **C** 70-79, **D** 60-69, **F** Below 60.

- **Test Scores** displays the SAT and ACT you entered, followed by your **Achievements** list if you added any.

At the very bottom is an official statement confirming the student's academic progress and a signature line for a Principal, Signature, and Date.

Part 5: Printing

When the transcript looks right, click **Print** at the top of the page.



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Title: Principal	Signature	Date
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This produces a clean, one-page document with all of the on-screen controls hidden. The Chalk and Chart branding and the student's name sit at the top. If the content ever runs onto a second page, that branding and name repeat at the top of the continuation page, so every page is clearly labeled.

From your browser's print dialog you can send it to a printer or save it as a PDF to attach to an application.

Tip: Do a quick review before printing. Check that the four grade-level boxes show the right courses and years, and that the GPA and credits look correct. If a course is missing, add or date its grades on the **Grades** page, then come back.

Quick reference

I want to...	Do this
Turn the page on	Settings → Optional pages → enable High School Transcript
View a different student's transcript	Student picker at the top
Fix missing or wrong courses	Add or date grades on the Grades page
Put a course in the right year	Set the student's grade level on the Family page (and date the grades)
Add the student's full legal name	Edit details → Student name → Save details
Set a course's credits	Edit details → type into the Credits cell in the table → Save details
Add SAT / ACT scores	Edit details → Test scores & achievements → Save details
List achievements	Edit details → Achievements (one per line) → Save details
Name your homeschool	Edit details → School name → Save details
Print or save as PDF	Print → choose a printer or "Save as PDF"

Screenshots use a sample student on the Scholar plan with grades recorded across several school years.