

HERITAGE CHRISTIAN SCHOOL

High School Planning & Records Packet

Printable Resource Set

- Four-Year High School Plan
- High School Credit Tracker
- Transcript Checklist
- Course Description Sheet
- Activity & Accomplishment Record
- Graduation Checklist

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Four-Year High School Plan

Use this worksheet to map the courses a student may take in grades 9-12. Start with the chosen HCS diploma path, then add any destination-specific requirements.

Student Name

Expected Graduation Year

HCS Diploma Path

☐ Advanced Academic Diploma

☐ Academic Diploma

☐ Career & Technical Diploma

Possible Next Step / Goal

Four-Year Course Map

Subject	9th Grade	10th Grade	11th Grade	12th Grade
English				
Mathematics				
Science				
Social Studies				
World Language				
PE / Health				
Fine Arts				
Career / Technical				
Elective 1				
Elective 2				
Dual Enrollment				
Testing / Applications				

Four-Year High School Plan

Use this second page for destination requirements, annual checkpoints, and notes that may affect course choices.

Destination Requirements

Courses or Requirements We Need to Add

Questions to Verify with College / NCAA / NAIA / Program

Notes

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High School Credit Tracker

Record courses as they are completed. Add final grades and credits when coursework is finished.

Student Name

Graduation Year

#	Course	Subject	Grade	Credit	Final	Provider	Not
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Use the summary below to compare credits earned with the student's chosen HCS diploma pathway.

Student Name

Subject Area	Required	Earned	In Progress	Remaining
English				
Mathematics				
Science				
Social Studies				
World Language				
Physical Education				
Health				
Fine Arts				
Career / Life Skills				
Career / Technical				
Electives				
TOTAL CREDITS				

Notes / Courses Still Needed

Use this as a final review before an official HCS transcript is sent.

Student Name

Student & School Information

- ☐ Student legal name is correct
- ☐ Graduation date is correct
- ☐ HCS school information is correct
- ☐ Authorized school official is identified
- ☐ Transcript status is correct (unofficial / official / final)

Courses & Credits

- ☐ Every course title is clear
- ☐ Each course is in the correct year
- ☐ Credits match the permanent record
- ☐ Completed courses have final grades
- ☐ Dual-enrollment courses are identified accurately
- ☐ Repeated or transfer courses follow HCS policy

Continue the final review, then verify supporting records.

Grades & GPA

- ☐ Grade scale is applied consistently
- ☐ All applicable courses are included in GPA
- ☐ Weighted / unweighted GPA labels are clear if used
- ☐ GPA calculation has been checked
- ☐ Total credits have been checked

Graduation

- ☐ Chosen HCS diploma pathway is correct
- ☐ Subject requirements are complete
- ☐ Total diploma credits are complete
- ☐ Final graduation date is correct
- ☐ Transcript is not marked final before graduation is complete

Supporting Records

- ☐ Credit tracker matches transcript
- ☐ Course descriptions are available when needed
- ☐ Dual-enrollment transcripts are available
- ☐ Transfer records are available if applicable
- ☐ NCAA / NAIA documents are available if applicable
- ☐ Activity & accomplishment record is updated

Final Notes

Course Description Sheet

Use one sheet for each course that needs more documentation than a transcript title alone provides.

Student Name

Course Title

School Year

Grade Level

Credit Earned

Course Level

Provider / Instructor (if applicable)

Course Description

Summarize the subject matter, major concepts, and academic content.

Primary Textbooks, Curriculum & Materials

List the primary resources, texts, programs, software, or equipment used.

Course Description Sheet

Continue the course record.

Major Topics Covered

List major units or areas of study.

Major Assignments / Projects / Labs

Include substantial papers, research, labs, practical work, or projects.

How the Course Was Evaluated

Tests, quizzes, essays, labs, projects, demonstrations, portfolio, etc.

Additional Notes

Special details, certifications, NCAA documentation, dual enrollment, or unusual structure.

Activity & Accomplishment Record

Keep a running record of activities, work, leadership, service, awards, athletics, certifications, and other meaningful experiences.

Student Name

#	Activity / Accomplishment	Category	Grade(s)	Role	Hours	Result / Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Detailed Activity Record

Use this page for a long-term activity, major accomplishment, job, leadership role, service commitment, or experience that deserves more than one line.

Student Name**Activity / Organization****Category****Grade Level(s)****Dates****Role / Position****Approx. Time / Hours**

What the Student Did

Skills Developed

Awards / Honors / Results

Continue the detailed activity record.

Impact / Accomplishment

Contact / Verification Information

Use this checklist during senior year to make sure academic records, applications, and graduation details are complete.

Student Name

Graduation Year

HCS Graduation

- ☐ Confirm HCS diploma pathway
- ☐ Audit all completed credits
- ☐ Confirm remaining senior courses
- ☐ Finish required coursework
- ☐ Enter final grades
- ☐ Confirm total credits
- ☐ Confirm final GPA if applicable
- ☐ Finalize graduation date
- ☐ Complete HCS graduation paperwork

Transcript & Records

- ☐ Update credit tracker
- ☐ Review transcript course titles
- ☐ Check grades and credit amounts
- ☐ Check GPA calculation
- ☐ Complete important course descriptions
- ☐ Collect dual-enrollment transcripts
- ☐ Collect transfer records if applicable

Continue the senior-year master checklist.

Next-Step Planning

- ☐ Confirm likely destination
- ☐ Check current admission / program requirements
- ☐ Check application deadlines
- ☐ Check whether ACT or SAT is required or useful
- ☐ Check NCAA or NAIA requirements if applicable
- ☐ Check technical / military / employment requirements if applicable

Applications & Financial Planning

- ☐ Complete applications
- ☐ Send requested transcripts
- ☐ Request recommendation letters
- ☐ Prepare resume / activity list if needed
- ☐ Check FAFSA process if applicable
- ☐ Track scholarship deadlines
- ☐ Review financial-aid or program costs

Graduation Details

- ☐ Confirm legal name for diploma
- ☐ Order diploma materials
- ☐ Order cap and gown if applicable
- ☐ Confirm ceremony information
- ☐ Plan announcements / photos if desired
- ☐ Celebrate the student

Continue the senior-year master checklist.

After Graduation

- ☐ Send final HCS transcript where required
- ☐ Send final college transcript where required
- ☐ Complete final NCAA / NAIA steps if applicable
- ☐ Keep permanent transcript copy
- ☐ Keep diploma copy
- ☐ Keep important supporting records

Important Deadlines / Notes
