Transcript Checklist

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

Transcript Checklist

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