



## HOME SCHOOL HIGH SCHOOL TRANSCRIPT GUIDELINES

For authentication purposes, each Maricopa Community College Honors Office will review your high school transcript.

The home school high school transcript must clearly display the following information:

1. Student's name (first, middle, last) and date of birth
2. For each course completed, include the following:
  - Specific course title
  - Units of credit for each
  - Time frame or semester in which completed
  - Grade received
3. Description of grading system used such as a grade scale or grade key
4. Graduation date (month/day/year) indicating completion of secondary school education
5. The home school administrator is the person who organized, taught, and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
6. The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:

I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.
7. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).
8. The transcript must be notarized; to include:
  - Notary Public Signature
  - Printed Name
  - Date
  - State / County
  - Date Commission Expires

The transcript containing the original notarized seal must be mailed by the preparer directly to one of the following Maricopa Community College **Honors Offices**:

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Chandler-Gilbert CC<br>2626 E. Pecos Rd.<br>Chandler AZ 85225           | <input type="checkbox"/> Estrella Mountain CC<br>3000 N. Dysart<br>Avondale AZ 85392 | <input type="checkbox"/> GateWay CC<br>108 N. 40 <sup>th</sup> St.<br>Phoenix AZ 85034        | <input type="checkbox"/> Glendale CC<br>6000 W. Olive Ave.<br>Glendale AZ 85302        | <input type="checkbox"/> Mesa CC<br>1833 W. Southern<br>Mesa AZ 85202                          |
| <input type="checkbox"/> Paradise Valley CC<br>18401 N. 32 <sup>nd</sup> St.<br>Phoenix AZ 85032 | <input type="checkbox"/> Phoenix College<br>1202 W. Thomas Rd.<br>Phoenix AZ 85013   | <input type="checkbox"/> Rio Salado College<br>2323 W. 14 <sup>th</sup> St.<br>Tempe AZ 85281 | <input type="checkbox"/> Scottsdale CC<br>9000 E. Chaparral Rd.<br>Scottsdale AZ 85256 | <input type="checkbox"/> South Mountain CC<br>7050 S. 24 <sup>th</sup> St.<br>Phoenix AZ 85040 |

If assistance is needed in creating a home school high school transcript, the following website may be helpful: <http://www.hslda.org/>