

**Instructions for Completing the High School Credit Report:**

The credit report form should be completed in full, including the student's full name, date of birth, social security number, phone number, and mailing address. For each course that has been completed, a description, final grade and number of credits earned should be listed. The total of credits earned should be filled in as in the sample credit report form below. The year in which a student is completing a grade should be filled in at the top of the column for that grade. Both parents should sign the form to confirm that they have verified all information.

If a student has completed any high school credits with another school, that information must be recorded on the credit report form, or a transcript must be received from the other school. This should be done as soon as possible after enrollment with the Conowingo-Rising Sun Christian School.

The credit report form should be completed and mailed to the school as soon as a school year has been finished. A completed credit report **MUST** be received at least one full week before a request for a transcript can be fulfilled.

Conowingo-Rising Sun Christian School  
P.O. Box 36  
Conowingo, MD 21918  
(410) 658-3318

**High School Credit Report**

Student Name: <u>JOHN DOE, JR.</u>	Date of Birth: <u>10-15-89</u>	We hereby affirm the completion of the following courses by our child.	
Social Security #: <u>123-45-6789</u>	Phone Number: <u>(410) 734-1040</u>	Date: <u>JUNE 15, 1999</u>	
Address: <u>200 MAIN ST, ANYWHERE, MD 21000</u>	Father: <u>John Doe, Sr</u>	Mother: <u>Jane Doe</u>	

Subjects and Required Credits	Ninth Grade			Tenth Grade			Eleventh Grade			Twelfth Grade			Total Credits By Subject
	Year: <u>1998-1999</u>			Year:			Year:			Year:			
	Description	Grade	Credit	Description	Grade	Credit	Description	Grade	Credit	Description	Grade	Credit	
Bible / Christian Service	3	<u>OLD TESTAMENT STUDIES</u>	<u>B+</u>	<u>1</u>									<u>1</u>
English	4	<u>AMERICAN LITERATURE</u>	<u>A</u>	<u>1</u>									<u>1</u>
Math	3	<u>ALGEBRA</u>	<u>B</u>	<u>1</u>									<u>1</u>
Science	3	<u>BIOLOGY</u>	<u>A-</u>	<u>1</u>									<u>1</u>
Social Studies	3	<u>U.S. HISTORY</u>	<u>B</u>	<u>1</u>									<u>1</u>
Physical Ed./ Health	1	<u>WEIGHT TRAINING</u>	<u>A</u>	<u>.5</u>									<u>.5</u>
Elective		<u>PIANO LESSONS</u>	<u>B</u>	<u>.5</u>									<u>.5</u>
Elective													
Elective	4	<u>FRENCH</u>	<u>C+</u>	<u>1</u>									<u>1</u>
Elective													
Total Credits by Grade	Ninth Grade		<u>7</u>	Tenth Grade			Eleventh Grade			Twelfth Grade			<u>7</u>

**SAMPLE**

**Sample Credit Report for a student who has completed the ninth grade.**