



Coram Deo Classical School Transcription Guidelines and Policies

Before entering 8th and 9th grade you and your student will need to pick a student category from the list below.

- 1) **Full Time Diploma Student***-Student agrees to follow the CDCS guidelines for graduation and takes all classes at CDCS or approved proctored class. Student must take a minimum of 2 core classes each year. This choice entitles your student to a report card and official CDCS transcript that is recognized by the Ga Student Finance Commission (HOPE). Students may be considered for honor graduate status including Valedictorian, Salutatorian, Summa Cum Laude, Magna Cum Laude and Cum Laude. Student are welcome to participate in the graduation service. *Additional fees may apply for proctored classes.*
- 2) **Part Time Diploma Student***- Student agrees to follow the CDCS guidelines for graduation but does not complete at least 18 credits at CDCS. This choice is typical of a transfer student to CDCS. Student must take a minimum of 2 core classes each year. This choice entitles your student to a report card and official CDCS transcript that is recognized by the Ga Student Finance Commission (HOPE). Students may be considered for honor graduate status including Summa Cum Laude, Magna Cum Laude and Cum Laude. Student are welcome to participate in the graduation service. *Additional fees may apply for proctored classes or record transfer.*
- 3) **Full Time Student**-Student takes all or most classes at CDCS but obtains a transcript or diploma outside of CDCS. This choice entitles you to a report card or unofficial transcript available on Gradelink. Students are *not* considered for Valedictorian, Salutatorian, Summa Cum Laude or Magna Cum Laude. Students can be awarded Cum Laude and are invited to participate in the graduation service.
- 4) **Part time Student**-Students take a la carte classes on a space available basis. This choice entitles you to a report card or unofficial transcript of the classes taken at CDCS and is available on Gradelink.

Special circumstances may be considered for review by the CDCS Board.

*If your student chooses to enter public high school with a CDCS transcript, the student might be required by the district to take End of Course exams for the transcribed classes.

When a student desires to obtain credit for a core class by proctor not taken at CDCS, but that is offered by CDCS, the final will be provided by CDCS staff. A study guide for this final will be given to the student upon request. The final grade for the proctored class will be determined by preset percentages for homework, midterm, and final test. See the adviser for specifics.



CDCS Graduating Requirements

*English (4 Credits)

- _____ Freshman English
- _____ British Literature and Comp
- _____ American Literature and Comp
- _____ World Literature & Comp

*History (3 Credits-2 must be taken at CDCS)

- _____ Ancient History
- _____ Medieval European History
- _____ Modern American History

*Science (4 Credits)

- _____ Biology
- _____ Chemistry
- _____ Physics
- _____ Physical Science, Anatomy**, Chemistry 2**, Astronomy**, Environmental Science** or other Science.

*Math (4 Credits)

- _____ Algebra I
- _____ Geometry
- _____ Algebra II
- _____ Algebra III/Trig/College Alg
- _____ Advanced Math Pre-Calculus
- _____ Statistics
- _____ Calculus

Electives (7 credits)

*Foreign Language -2 Credits of the same language

- _____ Language I
- _____ Language II

Physical Education/Health (1 Credit)

- _____ PE ½ credit
- _____ Health ½ credit

Social Science Optional Electives

-encouraged for College bound students

- _____ Economics (½ credit)
- _____ Government (½ credit)

_____ Other Electives

These are the *minimum* credits required to graduate from CDCS. Students and parents are expected to research guidelines from each desired college to determine final choices. Many students graduate with more than the minimum credits.

*HOPE core subjects

**Not all classes are offered every year



High School Plan - 23 Credits minimum needed to Graduate

Classical Seal-

Graduation year of 2020- World Lit, Latin, Logic, Physics, Rhetoric(½), Philosophy, Greek, Astronomy(½) (3 or more credits)
Graduation year of 2021 and after- 1 classical Language of Latin or Greek and 1 classical Science of Physics or Astronomy and 1 credit from Classical Liberal Arts of World Literature, Rhetoric, Logic or Philosophy

Biblical Seal- Apologetics, Intro to the Bible, New Testament, Old Testament, Biblical Counseling, Greek (choose 2 or more)

Language Seal- at least 5 language credits

Archimedes Seal- 2 math classes or Ad. Math, AP Cal, or Stats and 3 Science classes of Anatomy and Physiology, Chemistry 2, Astronomy, Computer Science, Physics or another approved Science class that CDCS does not offer.

	8 th grade	9 th grade	10 th grade	11 th grade	12 th grade
Math (4 credits)	Course 3/Algebra I	Algebra 1 or Geometry	Geometry or Algebra II	Algebra II or Ad Math-Pre- Cal	Ad Math - Pre-Cal or <i>AP Calculus or</i> Statistics
Science (4 credits)	Physical Science	Physical Science or Biology	Biology or <i>Chemistry</i>	<i>Chemistry</i> or <i>Physics</i> or A&P or	<i>Physics</i> or <i>A&P</i> Or Additional Science
Social Studies (3 History credits)		Ancient History	European History	Modern History	Economics0.5 Government0.5
English (4 credits)		9 th English Lit and Comp	British Lit	American Lit	World Lit
Electives (7 credits) Includes: 2 Foreign Language ½ PE ½ Health		Health-0.5 PE-0.5			
	Optional Elective Choice Language Bible or Chorale/Musical Theater				
<i>For Office Use:</i> ○ <i>Classical</i> <i>Seal</i> ○ <i>Bible Seal</i> ○ <i>Language</i> <i>Seal</i>					



Proctored Class Guidelines

*All transcribed and proctored classes must be approved in writing **before** each semester or summer school. This includes dual enrollment classes, at home classes, music and PE. These requests forms can be found on the [CDCS website under documents](#).*

Proctored Core Classes Taken at Home (\$25/semester)

(Math, Science, English, History, Foreign Language, Health, Bible PE without a coach/trainer)

Requirements per semester

- ✓ Submit approval request form and syllabus, curriculum, and grade rationale prior to beginning course work. This form can be found on the CDCS website under documents.
- ✓ Attend two meetings with parent, student, and adviser one at midterm and one at the final exam
- ✓ 50% of the grade will come from a notebook of work submitted at midterm and final. Parents will determine the grade.
- ✓ Two proctored tests
 - Mid-term (20% of final grade) Provided and graded by parent
 - Final (30% of final grade) Provided and graded by CDCS

**When a student desires to obtain credit for a core class not taken at CDCS, but that is offered by CDCS, the final will be provided by CDCS staff. A study guide for this final will be given to the student upon request. The final grade for the proctored class will be determined by preset percentages for homework, midterm, and final test.*

- *Each situation is unique, so please discuss your student's needs with the adviser to finalize the requirements for proctored classes. Parents are required to attend proctoring appointments. There will be a \$25 fee for missed appointments without prior notification.*
- *Transcripts are sent free of charge to colleges.*
- *Additional transcripts are available for \$5 per copy.*
- *Expedited transcripts might be available for a charge of \$20 each.*
- ***Please allow 10 business days when requesting a transcript.***



**Request for a Proctored Academic Class Approval
& Checklist for Proctored Academic Class**
(Science, Math, English, History, Foreign Language, Health, PE without a coach/trainer)

Student's Name _____

Please Include with request:

Syllabus or Plan of Study: _____ please attach

Grading Criteria: _____ please attach

Class Name: _____

Curriculum: _____

Date Request submitted: _____

Date Approved : *Office use* _____

Checklist: Office use below

SEMESTER 1

First Meeting: Midterm

_____ Notebook Check
_____ Proctored Mid-term Grade
(20% of semester grade)

Second Meeting: Final Exam

_____ Notebook Check
_____ List of Grades
_____ Semester Grade
(50% of semester grade)

_____ Proctored Final Grade:
(30% of semester grade)

FINAL SEMESTER 1 GRADE: _____

Entered on Transcript: _____

SEMESTER 2

First Meeting: Midterm

_____ Notebook Check
_____ Proctored Mid-term Grade
(20% of semester grade)

Second Meeting: Final Exam

_____ Notebook Check
_____ List of Grades
_____ Semester Grade
(50% of semester grade)

_____ Proctored Final Grade:
(30% of semester grade)

FINAL SEMESTER 2 GRADE: _____

Entered on Transcript: _____



Transcribed Class Guidelines

*All transcribed and proctored classes must be approved in writing **before** each semester or summer school. This includes dual enrollment classes, at home classes, music and PE. These requests forms can be found on the [CDCS website under documents](#).*

Transcribed Class Taken with Another Instructor (\$0/semester)

(Dual enrollment, on-line class or traditional class at another accredited location or with approved tutor)

Requirements per semester

- ✓ Submit approval request form including the syllabus prior to beginning course work. This can be found on the CDCS website under documents.
- ✓ Submit form signed by instructor but not required for dual enrollment classes.
- ✓ Submit final grade issued by instructor or institution.

Transcribed Classes Requiring a Log Book (\$0/semester)

(PE, sports, drama, musical instrument – WITH an outside instructor)

Requirements

- ✓ Submit approval request form including the coach's/teacher's checklist prior to beginning the class. This can be found on the CDCS website under documents.
 - ✓ Participate in a performance, game, race etc.
 - ✓ Submit Log Book (75 hours for ½ credit, 150 hours for full credit) Located on the [CDCS website under Documents](#)
 - ✓ Instructor submits numerical semester grade by due date.
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- *Each situation is unique, so please discuss your student's needs with the adviser to finalize the requirements for proctored classes. Parents are required to attend proctoring appointments. There will be a \$25 fee for missed appointments without prior notification.*
 - *Transcripts are sent free of charge to colleges.*
 - *Additional transcripts are available for \$5 per copy.*
 - *Expedited transcripts might be available for a charge of \$20 each.*
 - ***Please allow 10 business days when requesting a transcript.***



**Request for a Transcribed Class
taken at Another Accredited School
or a Dual Enrollment Class***

*Student's Name: _____
Class Name: _____
Name of Teacher or coach: _____
Teacher's or Coach's E-mail _____
*Name of School (or place class is taken) _____
*Date Request submitted: _____
*Dual Enrollment Course Numbers: _____

Please have the teacher/coach initial next to each requirement and sign below:

____ I will ensure that the required number of hours (a minimum of 75) are spent on this class for each semester. I will review and sign the student's required Log Book for the elective classes of Physical Education or Music. The student must submit a copy of the Log Book to CDCS at the end of each semester to receive credit for the class.

____ I will proctor and grade at least two tests each semester. For elective classes, I will witness at least two performances, competitions, or games each semester.

____ I will e-mail a numerical grade for this class to Cynthia Kinney at coramdeoclassical@outlook.com.

Teacher's Signature _____ Date _____

** Accredited online classes- Only fill out *. You will need to turn in a report card/grade sheet for the online class to receive credit.
(Veritas Press, Ga Virtual Schools, Memoria Press etc...)*

**For Dual Enrollment -Only fill out *. We need this information in order to approve your Dual Enrollment funding request.
The university should send CDCS the grades to be placed on the transcript. You may request that your professor send us a numerical grade. If no numerical grade is sent, an A will be awarded a 95, a B will be awarded an 85, a C will be awarded a 75, a D will be awarded a 70, and an F will be awarded a 69.*

Office use only:
Date Approved: _____
Log Book Received: _____
Grade Received: _____
Grade Placed on Transcript: _____



Graduation Honor Qualifications

Determination for Valedictorian, Salutatorian, and honor graduates are made based on Rigor, GPA, and class standings at the end of the FIRST semester of the senior year (December 31).

Valedictorian/Salutatorian Qualifications:

Student must be Full Time Diploma student at Coram Deo Classical School (CDCS) and must have complied with the CDCS Code of Honor throughout high school.

Student must be on track to complete a minimum of 18 credits at CDCS. Student is required to complete a minimum of 23 credits to graduate. ***Only students who meet this qualification are eligible to be considered for valedictorian or salutatorian; however, they may be considered for honor graduate - see below.***

The Valedictorian and Salutatorian will be determined based on the following:

- 1) Number of CDCS Rigor classes
- 2) GPA of CDCS Rigor classes
- 3) GPA in all CDCS Core classes
- 4) Cumulative Average, 100 point scale, of all CDCS Core classes

Courses of Rigor offered at CDCS are: Chemistry, Chemistry 2, Physics, Anatomy, Marine Biology, Algebra II, Pre-Calculus, Calculus, Statistics, and any second, third or fourth year of Foreign Language.

Core classes include all courses in English, Math, Science, Social Studies, and Foreign Language (HOPE GPA). Only courses taken in 9th-12th grades at CDCS will be included in the Rigor or GPA calculations.

The board reserves the right to adjust these qualifications if unexpected circumstances arise.

Honor Graduate Qualifications:

Students do *not* have to be a diploma student at CDCS, but they must be eligible to participate in CDCS graduation exercises. In general, a student who takes classes at CDCS regularly through high school is invited to participate in graduation. Final determination is made by the principal.

Students who are eligible to participate in CDCS graduation and have complied with the CDCS Code of Honor can be recognized as honor graduates. *The awards with High Honors and with Highest Honors are reserved for Diploma students of Coram Deo.*

Students with a 3.5 Overall GPA or higher will be recognized as graduates **Cum Laude**.

Students with a 3.75 overall GPA or higher will be recognized as graduates **Magna Cum Laude**.

Students with a 3.9 overall GPA or higher will be recognized as graduates **Summa Cum Laude**.

Other Honors:

A student who completes three or more credits in Classical Studies will be awarded a certificate.

Graduation year of 2019, 2020-World Lit, Latin, Logic, Physics, Rhetoric(½), Philosophy, Greek, Astronomy(½) (3 or more credits)

Graduation year of 2021, 2022- 1 classical Language of Latin or Greek and 1 classical Science of Physics or Astronomy and 1 credit from Classical Liberal Arts of World Literature, Rhetoric, Logic or Philosophy

Student who completes 5 or more foreign language classes will receive a Language Seal.

Student who completes two CDCS Bible classes will receive a Biblical Studies Seal upon graduation.

We understand every student and situation is unique, but this is a list of what is typically required for CDCS to affirm that the diploma student took the highest level classes available to them. English- all 4 levels are taken at CDCS; History- 3 classes taken at CDCS; Math- 4 years taken at CDCS or until CDCS classes have been exhausted; Science- Biology, Chemistry, Physics or AP taken at CDCS, and all elective requirements have been met.



What Colleges Consider

- GPA
- Standardized Test Scores
- Challenging courses- *Typically this means the student exhausts the highest level courses that the school offers before seeking outside classes.*
- Well Rounded Students including community involvement, volunteer opportunities, athletics, and other extra-curricular. Start tracking these on GAFutures early. You will be glad you did.
- Leadership examples- Beta Club, Yearbook, Student Council... What did you do to make a difference in these organizations?
- Resumes are helpful when filling out college and scholarship applications.

John Doe

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Email: john.doe@somewhere.com

Education: Coram Deo Classical School Peachtree City, GA
Classical Studies, Rhetoric, College Preparatory

Academic:
Honor Roll 9, 10, 11,12

Leadership/Honors:
Teen Pact 10, 11
Beta Club 9,10,11,12
Co-Organizer of Medieval Feast 12
Yearbook Editor 11, 12
Church Council President 11, 12
Backpacks for Needy Coordinator 9, 10, 11, 12
Soccer Captain 10, 12

Fine Arts Activities:
Robin Hood Play 9
USO Show 11
Church Choir 9,10,11,12

Athletics Activities:
Baseball 9, 10, 11,12
Cannon Soccer Club 9, 10, 11

Community Service:
Organized Canned Food Drive 10, 11
Collected Coats for Children 9, 10
A Better Way Ministry Volunteer 11, 12
Boy Scout Food Drive 9, 10, 11
Mexico Mission Trip 11



FAQs

How do I set up my <https://www.gafutures.org/> account?

Visit the website and click 'create an account'. There are many resources available to your student here. This is the website that most Universities in GA will use. It is considered a secure site. This site should be your first go-to for questions. It has loads of information.

Do I need to enter my child's social security number and personal information?

YES! This is the primary way your student will be tracked in the University system. Failure to be accurate could cost you delays in their senior year when filling out applications and trying to meet deadlines.

When do I set it up?

As soon as middle school, but it is helpful to have it done by your first transcription appointment in 9th grade.

When does the college timeline begin?

It begins as early as 7th grade and can be located under the 'college planning' tab on GA Futures site. <https://www.gafutures.org/college-planning/college-decision-guide/college-planning-timeline/>

How can I access my child's HOPE GPA?

Use the tab "My Georgia Futures" located on the Ga Futures home page. You must have an account and be signed in to see your HOPE GPA.

How is the HOPE GPA calculated?

Core classes are used for calculating HOPE. Core classes are any English, Math, History, Science, and Foreign Language classes.

When to visit college campuses?

You can visit colleges any time during high school. It becomes more important in the Spring of 11th grade. Check desired college websites for Open Houses.

When should my student take the PSAT?

Your student is encouraged to take the PSAT in 10th and/ or 11th grade. You will need to register with your local High School. It is offered in October.

When does my student take the SAT/ACT?

You should take the SAT/ACT by the end of 10th grade to determine which test to focus on with your student. Visit <https://www.collegeboard.org/> or <http://www.actstudent.org/> to register and get information.

*You may take these as many times as you desire. School CEEB Code: **112363***

What are college fairs?

These are usually offered through local colleges and school districts. Here is a good place to find additional information. <http://gaprobe.org/>

How are Rhetoric School Classes different from Logic School Classes at CDCS?

Expect an increase in the level of difficulty and the amount of course work. Modifications to pacers will be limited due to accreditation standards.

Can I drop a grade from the transcript if my student did not do well? What about incomplete classes?

No, all courses, proctored courses and dual enrollment courses will count on the transcript regardless of the grade. The only exception to this is 8th grade classes may be eligible to drop off the transcript if enough credits are awarded in 9th-12th grades. CDCS will not transcript an "Incomplete" except in rare cases and must be approved by the CDCS board.

Should my student only take the minimum of 4 maths and 4 sciences to graduate?

Although CDCS requires only 4 math and 4 science classes, many colleges require specific classes to be considered for admission. Please check with your desired college for specific guidelines.



My Student, _____, will be using the transcription services provided by CDCS. We agree to follow the guidelines and policies. I have been provided a copy of the Transcription Guidelines and Policies for CDCS.

My Student, _____, will NOT be using the transcription services provided by CDCS and will only receive a report card via Gradelink. I have been provided a copy of the Transcription Guidelines and Policies for CDCS

Father's Signature _____ / /
signature date

Mother's Signature _____ / /
signature date

Student's Signature _____ / /
signature date