



Coram Deo Classical School Transcription Guidelines and Policies

When entering 8th and 9th grade, you and your student will need to select a student category from the list below.

❑ **Full Time Diploma Student**

Student agrees to follow the CDCS guidelines for graduation and takes all classes at Coram Deo or takes pre-approved proctored or transcribed classes. 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 is welcome to participate in the graduation service. *Additional fees may apply for proctored classes.*

❑ **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). Student may be considered for honor graduate status including summa cum laude, magna cum laude and cum laude. Student is welcome to participate in the graduation service. *Additional fees may apply for proctored classes or record transfer.*

❑ **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. Student can be awarded cum laude if their cumulative GPA is 3.5 or higher. Student is invited to participate in the graduation service.

❑ **Part Time Student**

Student can 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. Student may be invited to participate in the graduation service.

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.



CDCS Graduating Requirements 2025 and Beyond

***English** (4 Credits)

- _____ 9th grade Literature and Composition
- _____ British Literature and Comp
- _____ American Literature and Comp
- _____ 12th Literature & Composition

***Science** (4 Credits)

- _____ Biology
- _____ Chemistry
- _____ Physics or AP Physics
- _____ Adv Bio, Astronomy, Adv Chem, Environmental Sci or other advanced science.

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

- _____ World History-Ancient
- _____ World History- European
- _____ Modern American History

***Math** (4 Credits)

- _____ Algebra I
- _____ Geometry
- _____ Algebra II
- _____ Pre-Calculus
- _____ AP Calculus AB
- _____ AP Calculus BC

Electives (7 credits)

**Classical Elective (required)*

- _____ Latin I or Greek I

**Foreign Language -2 Credits of the same language (required)*

- _____ Language I
- _____ Language II

Physical Education/ Health (required)

- _____ PE (½ credit)
- _____ Health (½ credit)

**Social Science Optional Electives*

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

Other Optional Electives

- _____ New Testament Survey
- _____ Old Testament Survey
- _____ Logic (½ credit)
- _____ Rhetoric (½ credit)
- _____ Art and Music History
- _____ CS. Lewis and Tolkien
- _____ Chorale or Musical Theater
- _____ Driver's Ed (your choice (½ credit)
- _____ Other approved class, sport or music class

*HOPE core class



High School Plan - 23 Units needed to Graduate,

	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 Pre-Cal	Pre-Cal or Calculus
Science (4 credits)		Biology	Chemistry	Physics or Additional Science	Physics or Additional Science
Social Studies (3 credits) <i>2 histories must be taken at CDCS</i>		World History- Ancient	World History- European	Modern History- American	<i>Govt 0.5 Econ 0.5</i>
English (4 credits)		9 th English Lit and Comp	British Lit	American Lit	12 th English Lit and Comp
Required Electives (7 credits) Latin or Greek 2 Foreign Language ½ PE ½ Health		Health-0.5 PE-0.5 Latin or Greek	Language	Language	
Optional Electives (3+ more but can use other math, science, Social science,		Elective Choice	Elective Choice	Elective Choice	



Graduation Honor Qualifications

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

Valedictorian/Salutatorian Qualifications:

Student must be a Full Time Diploma student (18 credit minimum) at Coram Deo Classical School (CDCS) and must have complied with the CDCS Code of Honor throughout high school. ***Only students who meet this qualification are eligible to be considered for valedictorian or salutatorian; however, they may be considered for other honors - see below.***

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

- ❑ Number of CDCS rigor classes
- ❑ GPA of CDCS rigor classes
- ❑ GPA in all CDCS core classes
- ❑ Cumulative Average, 100 point scale, of all CDCS core classes

Courses of rigor offered at CDCS are: Chemistry, AP Chemistry, Physics, AP Physics, Environmental Science, Anatomy, Algebra 2, Pre-Calculus, AP 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.

Other Honors:

Summa Cum Laude (3.9 gpa) -Yellow stole
Magna Cum Laude (3.75 gpa)-Double braided gold cord
Cum Laude (3.5 gpa)- Single braided gold cord

Classical Seal-Light blue cord

- ❑ Latin or Greek
- ❑ Physics or Astronomy
- ❑ Classical Arts of 12th Literature, Rhetoric & Logic or Philosophy

Biblical Seal-red cord

Choose 2 or more of

- ❑ Apologetics
- ❑ New Testament
- ❑ Old Testament
- ❑ Biblical Counseling
- ❑ Greek

Language Seal-white cord

- ❑ 5 credits of language

Archimedes Seal- green cord

2 Maths

- ❑ Advanced Math
- ❑ Statistics
- ❑ AP Calculus

AND

3 Sciences

- ❑ Astronomy
- ❑ AP Chemistry
- ❑ Anatomy and Physiology
- ❑ Computer Science
- ❑ Physics/AP Physics
- ❑ DE Environmental Science
- ❑ Other approved Science

Student Council Officers and Representatives-

Blue and Gold Cord

Beta Club Officer- Black Beta Club cord



Proctored Class Guidelines

*All proctored classes must be approved in writing **before** each semester or summer school. These requests forms can be found on the CDCS website under documents.*

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

(Science, English, History, Foreign Language, Health, Bible)

Requirements per semester:

- ❑ Submit approval request form, syllabus, curriculum, and grade rationale prior to beginning course work. This should be done prior to the first day of the semester.
- ❑ Attend two meetings with parent, student, and adviser to take the midterm and final.
- ❑ 50% of the semester grade will come from a notebook of work submitted at midterm and final exam meetings.
- ❑ Two proctored tests:
 - Mid-term provided and graded by the parent (20% of final grade)
 - Final provided and graded by CDCS if class is offered at CDCS (30% of final grade)

When a student desires to obtain by proctor a credit for a core class that is offered by CDCS, the final will be provided and graded by CDCS staff and it will count for 30% of their semester average. 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 parent grade (50%), midterm (20%), and final test (30%). See adviser for specifics.

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 Academics Class Approval & Checklist for Proctored Academic Class (Science, English, History, Foreign Language, Health)

Student's Name: _____

Please include with request:

Syllabus or plan of study: _____ See attached _____

Grading Criteria: _____ See attached _____

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

_____ Notebook Check
_____ List of Grades
(50% of semester grade)
_____ Proctored Mid-term 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

_____ Notebook Check
_____ List of Grades
(50% of semester grade)
_____ Proctored Mid-term Grade
(30% of semester grade)

_____ **Final Semester 2 Grade**
_____ **Entered on Transcript**



Transcribed Class Guidelines

*All transcribed classes must be approved in writing **before** each semester or summer school. This includes classes taken at other schools, music, & PE. These request forms can be found on the CDCS website under documents.*

Transcribed Class taken with another instructor (\$0/semester)

(Online 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 should be done prior to the first day of the semester.
- ☐ Submit form signed by instructor.
- ☐ Submit final grade issued by instructor or institution.

Transcribed Class requiring a log book (\$0/semester)

(PE, sports, drama, musical instrument- WITH an outside instructor or coach)

Requirements per semester:

- ☐ Submit approval request form including the coach's/teacher's checklist prior to beginning the class.
- ☐ 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 grade by the due date.

Each situation is unique, so please discuss your student's needs with the adviser to finalize the requirements for transcribed classes.

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

*Student's Name: _____
Class Name: _____
Name of Teacher or Coach: _____
Teacher's or Coach's email: _____
*Name of school or place where class is taken: _____
*Date Request submitted: _____

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

___ I will ensure that the required number of hours (min 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, competition, or games each semester.

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

Teacher Signature: _____ Date: _____

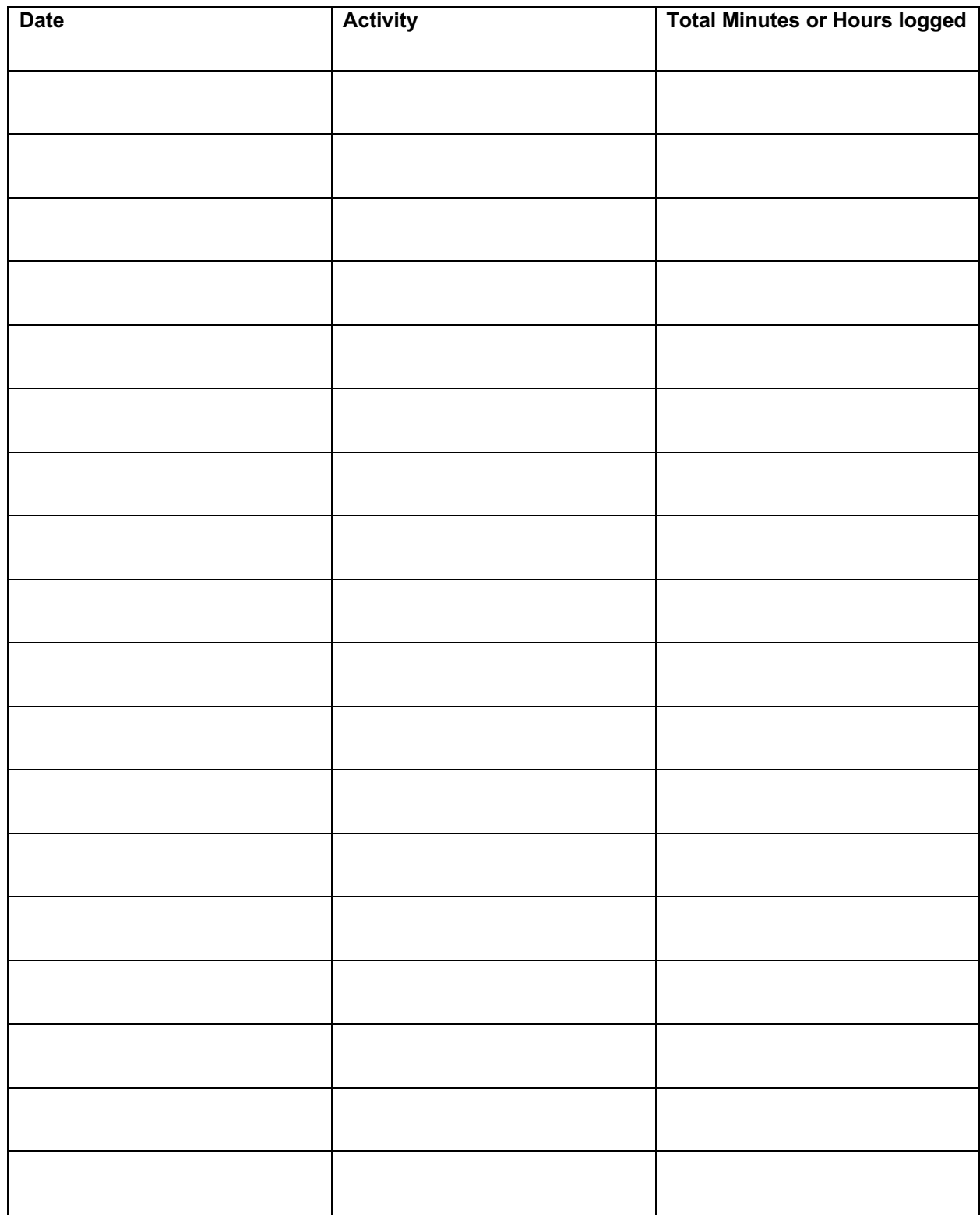
- Accredited online classes-only fill out *. You will need to turn in a report card/grade sheet for the online class to receive credit. (*Veritas press, GA virtual, Memoria press, etc.*)
-

Office use only:

Date Approved: _____
Log Book Received: _____
Grade Received: _____
Grade Placed on Transcript: _____

Log Book for Class: _____
Student Name: _____

[illegible]





What Colleges Are Looking For

- More than the 23 minimum credits to graduate
- GPA and standardized test scores
- Challenging courses-*These are usually the highest-level courses that the school offers*
- Additional years of foreign language courses
- Well-rounded students including community involvement, volunteer opportunities, athletics, and other extracurricular activities
- 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

5555 Main Street
Newnan, GA 30265

Phone: 770-555-1234
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

Fine Arts Activities:
Beauty and the Beast 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.

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.

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/>