**Transcript template**

Replace document header with school letterhead

**Student’s name:** Write the student’s full name as it appears on their university application.

**Student’s date of birth:** MM/DD/YYYY (write the US format)

**Schools and dates student attended (for equivalent of US high school):**

List the school(s) at which the student attended for the final four years of schooling prior to university.

**Example:** STUDENT NAME will be attending SCHOOL NAME from September 2019 – July 2023.

Or if the student completed GCSEs elsewhere:

STUDENT NAME will be attending SCHOOL NAME from September 2021 – July 2023. STUDENT NAME completed GCSEs (US 9th and 10th grade) at SCHOOL NAME 2 in August 2021. As these are national exams, we will provide information about the GCSE results as well and STUDENT NAME will not have a second transcript.

**Class rank:** Please rank the student (i.e. 2/100 pupils) or if your school does not provide a specific class rank please include a percentage (i.e. they are in the top 10% of their year group). If you are unable to include any kind of ranking please state here that your school does not provide a class rank.

**Years 10-11 curriculum: GCSE grade results**

The student has taken the following courses and the externally set and marked UK school examinations.

* UK Years 10-11, US 9th-10th Grade
* Pass grade range: 9-1
* Grades were released: 08/12/2021

|  |  |
| --- | --- |
| **Subjects** | **Final Grade** |
| Mathematics | 9 |
| Geography | 8 |
| Chemistry | 8 |
| German | 7 |
| Etc. |  |

**International Baccalaureate**

Summative grades below reflect the level of progress and quality of work achieved throughout the year and consider performance in tests, coursework and class contribution.

UK Year 12, US 11th Grade

Grades were released: MM/DD/YYYY (write the US format)

Please list Higher subjects first and Standard subjects after.

|  |
| --- |
| **SUMMATIVE GRADES** |
| **Subjects** | **Grade (June 2021)** |
| French – Higher | 7  |
| History – Higher | 6 |
| German – Standard | 6  |
| Theory of knowledge & extended essay | 2 |
| Etc. |  |
| **Total points** | **X** |

The student is predicted the following grades in the IB Diploma Programme.

* UK Year 13, US 12th Grade
* Final results available: Summer 2023

|  |
| --- |
| **PREDICTED GRADES** |
| **Subjects** | **Predicted IB Grade** |
| French – Higher | 7  |
| History – Higher | 6 |
| German – Standard | 6 |
| Theory of knowledge & extended essay | 2 |
| Etc. |  |
| **Total points predicted** | **X** |

**PREDICTIONS:** Schools should provide the most accurate grade predictions. All schools must write a detailed note here to explain their policies in determining grade predictions, e.g. predictions are based on mock exams, internal assessments and/or course work. Predictions should be what you expect the student will get as their final result, rather than a snapshot of how they would perform if they had to sit the exam today.