**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 has attended/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 (eg: 2/100 pupils) or if your school does not provide a specific class rank please include a percentage (eg: 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.

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

The student has taken the following courses and the externally set and marked UK school examinations. These exams come at the end of a two-year course of study.

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

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

**Year 12 curriculum: AS results**

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

* UK Year 12, US 11th Grade
* Pass grade range: A-E
* Grades were released: 08/18/2022

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| **Qualification** | **Subject** | **Final AS Grade** |
| AS level | Mathematics | A |
| AS level | Chinese | B |
| Etc. |  |  |

**AS EXAMS FOR LINEAR SUBJECTS:** If your school required students to take the AS exam for linear subjects, please explain why your school required them to take this exam, e.g. the school’s funding is tied to students sitting official exams. Please note that a low grade on a transcript will be a red flag to a US university, so it is vital that if your student has anything other than As and Bs you provide information and context to explain this.

**REQUIRED SUBJECTS/EXAMS:** If any of these subjects are required by the school (e.g. Critical Thinking), please also make a note of your school’s policy here.

**EPQs:** For students taking an Extended Project Qualification, please describe the requirements of the EPQ and note the student’s chosen topic in a contextual paragraph here.

**Year 13 curriculum: A level predictions**

The student will be taking the following externally set and marked UK school examinations.

* UK Year 13, US 12th Grade
* Pass grade range: A\*-E
* Final results available: 08/17/2023

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| **Qualification** | **Subject** | **Prediction** |
| A level | Mathematics | A |
| A level | Chinese | B |
| Etc. |  |  |

**PREDICTIONS:** Schools should provide the most accurate grade predictions for linear A levels. All schools must write a detailed note here to explain their policies in determining grade predictions for linear subjects, e.g. if the school has mock exams, internal assessments or if predictions are based on 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.

**REQUIRED SUBJECTS/EXAMS:** If any of these subjects are required by the school (e.g. Critical Thinking), please also make a note of your school’s policy here.

**EPQs:** For students taking an Extended Project Qualification, please describe the requirements of the EPQ and note the student’s chosen topic in a contextual paragraph here.