



FREE HIGH-SCHOOL RECORDKEEPING TOOL

Florida Homeschool Transcript Builder

A parent-friendly workbook for turning four years of courses, outside-provider records, and student accomplishments into a clear high-school transcript.

Inside this resource

- ☐ Student and school profile worksheet
- ☐ Four-year course and credit ledger
- ☐ Course-description and evidence organizer
- ☐ Grade and GPA calculation worksheet
- ☐ FLVS, dual enrollment, and outside-provider record tracker
- ☐ Final transcript quality-control checklist

Created by a homeschool parent. Built for Florida families.

Updated October 2026



Build a record the reader can understand

A transcript is a concise summary. Keep the supporting evidence in a separate records file so every line can be explained if a college, scholarship program, employer, or receiving school asks.

Important

This workbook is general educational information. Each college, scholarship, athletic organization, employer, or program may apply its own documentation and GPA rules.

Student legal name

Date of birth or student ID used internally

Mailing address

Parent/administrator name

School or homeschool name, if used

Contact email/phone

Program start date

Expected/actual completion date

Transcript issue date



PLAN

Four-year course and credit ledger

Year	Course title	Provider	Credit	Final grade	Level/notes



CONTINUE

Four-year course and credit ledger

Year	Course title	Provider	Credit	Final grade	Level/notes



SUPPORT EACH LINE

Course description and evidence index

Use reader-friendly course names and keep enough information to explain content, rigor, grading, and credit decisions.

Course	Description/syllabus	Books/materials	Major evidence	Stored where

- ☐ Course title tells an outside reader what was studied.



CALCULATE

Grade and GPA worksheet

Write the grading and weighting policy before calculating. Colleges may recalculate GPA, so consistency and transparency matter more than a generous formula.

Grade scale

Unweighted point scale

Weighted additions, if any

Credit policy

Rounding policy

Course	Credit	Grade	Points	Weighted?	Credit x points

Total attempted credits

Total earned credits

Total quality points

GPA calculation

Cumulative GPA



VERIFY

Outside courses and official records

Provider	Course/credential	Term	Record requested	Received	Sent to destination

Dual enrollment

A parent transcript can summarize college coursework, but the receiving college or scholarship program may also require an official transcript directly from the college.

Testing, credentials, and accomplishments

Item	Date	Score/level	Issuer	Documentation



Final transcript quality check

- ☐ Student name and contact details are accurate.
- ☐ Completion or expected completion date is shown.
- ☐ Courses are grouped consistently by year or term.
- ☐ Credits attempted and earned are clear.
- ☐ Grades match supporting records.
- ☐ Grading scale and GPA method are stated.
- ☐ FLVS, dual enrollment, AP, honors, and outside-provider work are labeled accurately.
- ☐ Total credits and GPA have been recalculated independently.
- ☐ Parent/administrator signature and issue date are included.
- ☐ The PDF filename is professional and the file opens correctly.
- ☐ Each destination's transcript and supporting-record requirements were checked.

Destination checklist

College/program	Transcript method	Extra records	Deadline	Sent/confirmed



KEEP CURRENT

Official starting points

[Florida Department of Education - Home Education](#)

[Florida Department of Education - Dual Enrollment](#)

[Florida Virtual School - FLVS Flex Homeschool](#)

[Florida Student Financial Aid - Current Bright Futures Handbook, Chapter 1](#)

**Reviewed
October 2, 2026**

Verify current admission, scholarship, athletic, and program requirements directly before submitting records.