

Foothills Accountability Association

P.O. Box 351

Seneca, SC 29679

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Official Ranking Policy

1. Each family registered with Foothills Accountability Association, in *accordance with SC Statute 59-65-47 must keep the following records:*

(1) a plan book, diary, or other record indicating subjects taught and activities in which the student and parent-teacher engage;

(2) a portfolio of samples of the student's academic work; and

(3) a semiannual progress report including attendance records and individualized documentation of the student's academic progress in each of the basic instructional areas specified in item (c) above.

\*\*Honors courses MUST be accompanied by a Course Description, clearly outlining the (1) College Prep Course content, resources used, etc. AND (2) a SEPARATE “Honors Course” resources and course materials/activities that constitutes Honors Level work.

2. High schooled students semi-annual progress report (3, above) must be submitted in the form of an official high school transcript using the attached template or its equivalent.

3. Transcripts must be submitted at the end of each semester, along with a portfolio and planbook, and include cumulative grades computed using the SC Uniform Grading Scale.

4. All transcripts will be checked for mathematical and content accuracy, and parents must correct any mistakes and resubmit to the Administrator for approval.

5. All transcripts must be submitted by June 5th , at the end of each school year, and contain complete grades for that school year. Any courses completed during “summer school” period of June 1st – August 1st will be reported on the following school year’s transcript.

6. Upon receipt of all transcripts, the Administrator will compile an Official Ranking Report for sophomore, junior, and senior year students.

7. Rank is computed on a Ranking Report template, listing student’s grades in numerical order, with highest GPA listed first.

8. IF GPA IS NOT SUBMITTED BY THE JUNE 5TH DEADLINE, A GPA OF 3.0 WILL BE ASSIGNED AS A DEFAULT GPA FOR THAT STUDENT FOR THAT SCHOOL YEAR.

9. If a parent refuses or neglects to submit the child’s transcript or other relevant information when requested, the child’s GPA will be entered as a DEFAULT 3.0, and their transcript will NOT be submitted for scholarship consideration, even if otherwise eligible.

10. Ranking report Layout is as follows: 3 columns—1st column will list student name, in order of GPA. 2nd column will list GPA, in order from highest to lowest. 3rd column lists the Rank of each student, in the format of #/size of class.

11. As size of class differs, list will be compiled according to total number of students in class, and their rank in that class as determined by cumulative end of year GPA.

12. When rank is determined, all parents will receive a final rank for their child for that year.

13. Copies of ranking report will be available to all colleges/universities as needed for college admission procedures. Parents will need to request copies by email, and an official signed and sealed copy will be mailed DIRECTLY TO THE ADMISSIONS OFFICE OF THE COLLEGE.

14. Copies of the ranking report will not be given to parents, but parents may request to VIEW a copy of the ranking for their child’s class. Parents may NOT alter the Official Report in any way.

15. THE OFFICIAL RANKING REPORT CANNOT/WILL NOT BE CHANGED TO INCLUDE GPA’S THAT WERE TURNED IN AFTER THE DEADLINE. ONCE THE RANKING IS COMPILED ON JUNE 5TH, IT IS ‘SET IN STONE’ AND A PART OF FOOTHILLS’ PERMANENT STUDENT RECORD TO BE FILED WITH THE SC COMMISSION ON HIGHER ED AND THE STUDENT’S INSTITUTE OF HIGHER LEARNING.

16. If there is reason to believe that a mistake has been made in computing GPA’s, the Administrator reserves the right to review all student grades and portfolio in order to fairly compute rank. The CHE requires that transcripts be submitted at the end of each year in order to be compiled into a ranking report, and transcripts 17. TRANSCRIPTS MAY NOT BE ALTERED IN ANY WAY AFTER SUBMISSION. ALTERING A TRANSCRIPT IN ORDER TO CHANGE GPA, OR SENDING AN ALTERED TRANSCRIPT TO A COLLEGE/UNIVERSITY WILL CONSTITUTE FRAUD AND MEMBERSHIP IN FOOTHILLS ACCOUNTABILITY ASSOCIATION WILL BE REVOKED. ALL TRANSCRIPTS MUST BE SIGNED/SEALED BY THE FOOTHILLS ADMINISTRATOR IN ORDER TO BE CONSIDERED VALID.

18. This Ranking Policy will be available as a link on the Foothills Accountability Association Website, and will be provided to all members of Foothills for their convenience.

19. Rank Policy, Transcripts, and UGS GPA procedures will be discussed in person at homeschooling high school workshops provided for all members.

20. Questions regarding our Official Ranking Policy can be made in writing or by email to Kimberly Williams at the addresses provided above.

Policy dated June 12, 2013

Updated:\_\_\_\_\_\_\_\_\_June 1, 2017\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated:\_\_\_\_\_\_\_\_\_February 5, 2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Kimberly Williams, Administrator

Approved by a majority vote of the Foothills Accountability Association Board, June 12, 2013

**Official High School Transcript Template**

Kris Smith, coordinator **(**[krissmith@bellsouth.net](mailto:krissmith@bellsouth.net))

**Foothills Accountability Association**

Kim Williams, coordinator ([briarwd@bellsouth.net](mailto:briarwd@bellsouth.net))

**Student**: Sarah E. Smith **Gender**: F **Birth date**: 7/17/99

306 Oak Creek Ct.  **Grade**: 12th **ACT Score**: 31

Seneca, SC 29672 **GPA**: 4.476 (5/2013) **Coursework**: College Prep

(864) 885-0098 **Graduation Date**: 5/18/15 **Date Computed: 6**/5/15

**Grades computed according to SC Uniform Grading Scale (UGS)**

**Grades marked with + computed using new SC 10 point Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Grade** | **Weighted GPR (UGS)** | **Credit** |
| English I – Intro to Lit | 97 | 4.500 | 1 |
| English II – World Lit. | 91 | 3.750 | 1 |
| English III – American Lit.+ | 97 | 4.500 | 1 |
| English IV – British Lit. | 96 | 4.375 | 1 |
| Traditional Logic/Communications  Speech  Algebra I | 95  98  96 | 4.250  4.625  4.375 | 1  1  1 |
| Algebra II+ | 93 | 4.000 | 1 |
| Geometry\* | 98 | 5.125 | 1 |
| Trigonometry/Precal | 94 | 4.125 | 1 |
| Physical Sci/Lab | 94 | 4.125 | 1 |
| Biology w/ Lab \* | 97 | 5.000 | 1 |
| Chemistry w/ Lab | 92 | 3.875 | 1 |
| Physics w/ Lab | 93 | 3.750 | 1 |
| American History | 91 | 3.750 | 1 |
| Constitutional Government \* | 95 | 4.625 | .5 |
| Economics\* | 97 | 5.000 | .5 |
| World History | 97 | 4.500 | 1 |
| Spanish I | 94 | 4.125 | 1 |
| Spanish II | 94 | 4.125 | 1 |
| Latin | 97 | 4.500 | .5 |
| Computer Science I | 100 | 4.875 | 1 |
| Computer Science II | 100 | 4.875 | 1 |
| Physical Education | 100 | 4.875 | 1 |
| Piano/Music Appreciation | 100 | 4.875 | 1 |
| Fine Arts (Art/Drama) | 100 | 4.875 | 1 |
| Debate | 94 | 4.125 | .5 |
| Research/Debate I: Intro to Public Policy  Research and Debate II: Intro to Criminal Justice  Research and Debate III: Intro to Foreign Policy\* | 100  100  100 | 4.875  4.875  4.875 | .5  1  1 |
| Biblical Worldview/Apologetics | 98 | 4.625 | 1 |
|  |  |  |  |

\* Honors course

One Carnegie unit = two semesters, 150 hours (1.0). Half unit = one semester, 75 hours, (0.5).

**28.5 total credits** at the end of 12th grade, 5/2013

English: 4 Science: 4 Fine Arts: 1 Foreign Language: 2.5 Social Studies: 3

Math: 4 PE: 1 Electives: 7 Computer Science: 2