

Tracking Academic Progress

Step 1: Below is a thumbnail of the new credit worksheet used at KHCS to track student credits (both earned and remaining). You can get a "full-sized" printable copy of this worksheet (CP Credit Worksheet 6-12) and its previous version (CP Credit Worksheet) on the school's website. They are both under the Academic Counseling Information heading found just above the section where you found this file (Resources - Documents - Scheduling and Transcripts).

You can also get a digital copy of these files (to fill out and store on your home computer) by e-mailing that request to school counseling office - ddawson@khcs.org.

STUDENT NAME _____	GRADE _____	Grad Yr _____				
<i>Record your 1st & 2nd semester transcript grades on the appropriate lines that follow each course. Be sure your grades reflect a full semester's work with each entry representing .5 credits earned. Do not place any scores below 70.</i>						
ENGLISH (4)	SEM 1	SEM 2	MATH (4)	SEM 1	SEM 2	
9th Lit & Comp			ALG 1 / Math 1			
English 10			GEOM / Math 2			
English 11			ALG 2 / Math 3			
English 12			ALG 3 / Math 4			
SCIENCE (4)	SEM 1	SEM 2	SOCIAL STUDIES (3)	SEM 1	SEM 2	
Physical Science			World History			
Biology 1			US History			
Chemistry			Govt / Econ			
#4 -						
FOR. LANGUAGE (2)	SEM 1	SEM 2	REQ. ELECTIVES (4)	SEM 1	SEM 2	
Spanish 1			Computer 1			
Spanish 2			Health / PE			
			Speech 1			
			Humanities			
OPEN ELECTIVES (2)	SEM 1	SEM 2		SEM 1	SEM 2	
#1 -						
#2 -						

Step 2: Using your student's GAcollege411 online transcript (see creating a GA411 account) or a printed copy provided by the school, you should now be able to fill out the credit worksheet. To forego filling out this form every year, request the digital copy for your home computer and fill it out each year.

Filling out the credit worksheet should give you the clearest picture of which credits have been acquired and which courses your student should take in the upcoming years. They will also prove very helpful in communicating with the counseling office at KHCS.

See the next topic under the Scheduling and Transcripts heading for details on planning or finalizing your schedule for next year and beyond.