



Red Barn Designs

3210 Sharon Valley Road NE ❖ Newark, OH 43055
www.RedBarnDesigns.biz ❖ info@RedBarnDesigns.biz

HIGH SCHOOL TRANSCRIPT QUESTIONNAIRE

Please **print** legibly! ☺

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PERSONAL DATA

Student's Full Name	Other last names used
Birthdate	Social Security Number (optional)
Gender	Common Name
Please list the parent(s) or legal guardian(s) full name, address, and phone number	
Please list your school name , address, and telephone number (if different than the one above)	

WE INCLUDE THE FOLLOWING GRADING STANDARDS ON EACH TRANSCRIPT:

A+ 100%	B+ 92%	C+ 84%	D+ 76%	
A 99-94%	B 91-86%	C 83-78%	D 75-71%	FAILING 69%-Below
A- 93%	B- 85%	C- 77%	D- 70	

GRADE POINT EQUIVALENTS

A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C+ 2.3 C 2.0 C- 1.7 D+ 1.2 D 1.0 D- .67

If you prefer to use another grading standard and grade point equivalent, please list it below:

MINIMUM PASSING GRADES (If left blank we will assume a "C" is the minimum passing mark)

Minimum passing mark: (D+, for example)	Other passing marks used (A, B, C, for example)
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TEST SCORES (SAT, ACT, PSAT, CLEP, AP Scores, etc...)

Grade 9	Grade 11
Grade 10	Grade 12

PREVIOUS SECONDARY SCHOOLS ATTENDED

Name of School
Street Address

SIGNIFICANT DATES

Entry into High School	
Withdrawal (if applicable)	
ReEntry (if applicable)	
Anticipated Graduation Date	Graduation

SCHOOL OFFICIALS

NAME OF SCHOOL OFFICIAL		Title: Principal <i>(if you like to use a different title, please fill it in below)</i> Title: _____
NAME OF CONTACT PERSON		Title: Supervising Instructor <i>(if you like to use a different title, please fill it in below)</i> Title: _____
NAME OF OFFICIAL CERTIFYING THIS TRANSCRIPT <i>(Optional, if left blank we will remove this from the transcript)</i>		Title: Academic Counselor <i>(if you like to use a different title, please fill it in below)</i> Title: _____

Please mark the boxes below for any additional information you intend to include with this transcript.
*Red Barn Designs is not responsible to type up this information. We will simply mark the appropriate box.
The inclusion of such additional information is the responsibility of the customer.*

- | | |
|---|--|
| <input type="checkbox"/> A. Activities & Achievements | <input type="checkbox"/> D. Written comments |
| <input type="checkbox"/> B. Special features of student's program | <input type="checkbox"/> E. Autobiography |
| <input type="checkbox"/> C. Special problems/needs | <input type="checkbox"/> F. Other |

Your signature below verifies that the above information is true and accurate to the best of your knowledge. It also verifies your request for *Red Barn Designs* to use the above information to create a high school transcript for the student named on this questionnaire. This information will NOT be used for any other purpose, and will be completely destroyed by *Red Barn Designs* after the transcript is completed. *Red Barn Designs* will keep the transcript file for one year from the date of completion, in case you desire additional copies. Only the student and/or parent may order additional copies by written request. After one year, the transcript file will be destroyed.

Signature _____ **Date** _____

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T103	High School Transcript Update	\$20.00		

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RUSH ORDER <i>(Your transcript will be shipped the next business day by Priority Mail, after receiving the paid order)</i> <i>Add an additional \$20.00</i>	
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ADD 7% SALES TAX (OH Residents Only)	\$
SHIPPING & HANDLING	\$ 7.00
TOTAL	\$

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