

Fall, 2014

Dear Seniors and Parents/Guardians-

Please review your transcript (attached) and graduation requirements as listed below. **It is essential that these forms are reviewed and completed no later than Tuesday, September 30, 2014.** Your timely response will help us adjust your senior year schedule and assist you in the college/career planning process.

If you are not on-track to graduate or have transcript errors your counselor and SLC leader will work with you to make the necessary adjustments. Students who have incorrect personal information (Name, Address, Phone #) must meet with their counselor. Student signatures are required on the transcript once changes are made.

**Return these documents to your counselor or your SLC leader.** Once this process is complete and your FERPA form has been signed, the College Office will be able to release official transcripts to colleges/trade schools/scholarship organizations.

**Northeast High School Graduation Requirements**

Subject	Credits Req'd	Gr. 9	Gr. 10	Gr.11	Gr. 12	Sub-Total
English	4					
History	4					
Science*	3 or 4					
Math*	3 or 4					
World Languages	2					
Arts & Humanities	2					
Physical Education	1					
Health	0.5					
Electives	4					
<b>Total</b>	<b>23.5</b>					

--The total number of credits must meet or exceed 23.5 credits.

--\*One elective must be in math or science: the total number of math and science credits is a minimum of seven.

--One History credit must be in African-American History

--All students must complete a Senior Project

--Advisory is worth 0.25 elective credits

--Some elective credits may count for a major credit.

Identify transcript issues (please see the appropriate person to address the issue)

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**FINAL DECLARATION**

- I'm on track to graduate
- There are no errors on my transcript. My transcript is ready to be sent to colleges.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date