**Transcript template**

Replace document header with school letterhead

**Student’s name:** Write the student’s full name as it appears on their university application.

**Student’s date of birth:** MM/DD/YYYY (write the US format)

**Schools and dates student attended (for equivalent of US high school):**

List the school(s) at which the student attended for the final four years of schooling prior to university.

**For example:** STUDENT NAME will be attending SCHOOL NAME from August 2019 – June 2023.

Or if the student completed National 5 exams elsewhere:

STUDENT NAME will be attending SCHOOL NAME from August 2021 – June 2023. STUDENT NAME completed National 5 exams (US 9th and 10th grade) at SCHOOL NAME 2 in August 2021. As these are national exams, we will provide information about the National 5 results as well and STUDENT NAME will not have a second transcript.

**Class rank:** Please rank the student (i.e. 2/100 pupils) or if your school does not provide a specific class rank please include a percentage (i.e. they are in the top 10% of their year group). If you are unable to include any kind of ranking please state here that your school does not provide a class rank.

**Scottish 4th Year: National 5 results**

The student has taken the following courses and the externally set and marked UK school examinations.

* Scottish 4th Year, US 10th Grade
* Pass grade range: A-D
* Grades were released: 08/10/2021

|  |  |
| --- | --- |
| **Subjects** | **Final Grade** |
| Mathematics | A |
| Geography | A |
| Chemistry | A |
| German | B |
| Etc. |  |

**Scottish 5th Year:**

The student has taken the following courses and the externally set and marked UK school examinations.

* Scottish 5th Year, US 11th Grade
* Pass grade range: A-D
* Grades were released: 08/09/2022

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| --- | --- | --- |
| **Qualification** | **Subject** | **Final Grade** |
| Higher | Physics | A |
| Higher | German | B |
| Etc. |  |  |

**Scottish 6th Year predictions**

The student will be taking the following externally set and marked UK school examinations.

* Scottish 6th Year, US 12th Grade
* Pass grade range: A-D
* Final results available: 08/08/2023

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Subject** | **Prediction** |
| Advanced Higher | Physics | A |
| Higher  | Mathematics | B |
| Etc. |  |  |

**PREDICTIONS:** Schools should provide the most accurate grade predictions. All schools must write a detailed note here to explain their policies in determining grade predictions, e.g. predictions are based on mock exams, internal assessments and/or course work. Predictions should be what you expect the student will get as their final result, rather than a snapshot of how they would perform if they had to sit the exam today.