

# PACESC TRANSCRIPT SERVICES

PACESC offers three services that will help validate your student's high school experience. Many parents of high school students worry that their children will not have the necessary documents when readying for college or that their documentation is not in an acceptable format. PACESC can help alleviate that burden with our transcript service.

Some definitions to keep in mind:

**Advanced Middle School Student:** Students in grades 7<sup>th</sup> or 8<sup>th</sup> may earn high school credits provided that the courses for which credit is awarded is in high school level class using high school texts and requirements, and that at least one of the credits be earned in the core curriculum (e.g., english, math, science, history, foreign language).

**Carnegie Unit:** By standards of the State Department of Education, and accepted by PACESC, one high school credit is equal to one Carnegie Unit. One Carnegie Unit is traditionally equal to 150 hours of work. We understand that in a one-on-one tutorial environment, as such is the case with home schooling, hours of work are not always measurable nor are they a measurement of knowledge. Therefore, it will be the parent's responsibility to keep the basic, required records/portfolio to demonstrate and support that the course workload is equal to, or greater than, that of an average public school course in the same subject.

**High School Student:** Students that are taking course work in grades 9-12, regardless of age. Courses must include, but are not limited to, the core curriculum of reading, writing, mathematics, science, social studies, composition and literature. All courses must be on high school level. See definition of Advanced Middle School Student if student will be only taking a few high school level courses.

## TRANSCRIPT SERVICES:

Provided for any returning to public school or private school and needing transcripts to re-enter. Please be aware that you should be able to work with the school directly to get your child places correctly. However, we will be happy to provide this service to you for the fee listed.

Provided for Advanced Middle School Students and High School students.

The parent will provide to PACESC a report for each grade/year including: the course title, course grade level, student's grade level, course description, course type, numerical grade, number of credits earned, and where course was completed. Other pertinent information can be forwarded to PACESC concerning nontraditional course work, employment, volunteer work, etc.

PACESC will keep a database on each student. Transcript requests will be sent for course work completed in private school, public school, or college settings. Upon completion of high school course work, PACESC will generate a High School Diploma complete with the member's home school name (if requested), and the official PACESC seal. PACESC will also generate a transcript that includes the student's GPA tabulated according to South Carolina's Uniform Grading Scale.

Cost of service:

Fee is one time\* and non-refundable. Fee schedule listed for each program below.

Three different programs available:

1. High School Transcript Service
2. Parent-Teacher Transcript Service
3. Parent-Teacher Diploma Service

# I. HIGH SCHOOL TRANSCRIPT SERVICES:

Provided for Advanced Middle School Students and High School students.

The parent will provide to PACESC a final report for each grade/year including: the course title, course grade level, student's grade level, course description, course type, numerical grade, number of credits earned, and where course was completed. Other pertinent information can be forwarded to PACESC concerning nontraditional course work, employment, volunteer work, etc.

PACESC will keep a database on each student. Transcript requests will be sent for course work completed in private school, public school, or college settings. Upon completion of high school course work, PACESC will generate a High School Diploma complete with the member's home school name (if specified), and the official PACESC seal. PACESC will also generate a transcript that includes the student's GPA tabulated according to South Carolina's Uniform Grading Scale.

**Cost of service:** Fee is one time\* and non-refundable. Fee includes one official High School Diploma sent to student member and certified transcripts sent to up to three schools or colleges.

**Scholarship Eligibility and Class Ranking:** (just FYI—see further information)  
**\*\*\* Very Important Deadline Information!**

During the summer between your student's Junior/Senior year, you should be deciding if you want your student class ranking by GPA in order to qualify for the Palmetto Fellows Scholarship. Class ranking is determined based on classes completed through the Jr. year of high school. You must sign up/ pay for the full High School Transcript Service and have forms to PACESC no later than October 30<sup>th</sup> of the student's Sr. year. We must have time to prepare transcripts, calculate GPA's and ranking, and nominate eligible students by December.

## High School Transcript Service Fee Schedule

|   |              |
|---|--------------|
| <b>Interim Transcript:</b><br><ul style="list-style-type: none"> <li>Used to re-enter public or private school prior to graduation...</li> </ul>  | .....\$25.00 |
| <b>Junior Year</b><br>(Included in the Final Transcript Service if received by October 30 <sup>th</sup> of Senior Year!)<br><ul style="list-style-type: none"> <li>For the purpose of GPA ranking for the Palmetto Fellows Scholarship or other scholarships or for early college applications</li> </ul> | .....\$**.** |
| <b>Final Transcript:</b><br><ul style="list-style-type: none"> <li>Transcript (Weighted GPA according to SC Uniform Grading Scale) sent to up to 3 colleges.</li> <li>One (1) Diploma</li> </ul>  | .....\$50.00 |
| Additional Diplomas   | .....\$5.00  |
| Additional Transcripts (beyond the 3 provided above)  | .....\$5.00  |
| Unofficial Transcripts (Parent Copy)  | .....\$5.00  |

## II. PARENT-TEACHER TRANSCRIPT CERTIFICATION SERVICES:

Some parent's feel quite comfortable with their ability to produce acceptable transcripts, or they have a special format required for a special interest school or college. Whatever the reason for designing your student's transcripts yourself, some schools and colleges require "official", "validated", or "sealed" transcripts. These schools may require that transcripts be verified or certified by the student's homeschool association and submitted to the school directly from the association in a sealed envelope.

PACESC will review the parent-teacher generated transcript against the student's course history. Transcripts must meet very basic standards to receive PACESC's official seal and are always evaluated on an individual basis. PACESC reserves the right to refuse to certify those transcripts that do not meet the most basic of requirements.

**Cost of service:** Non-refundable fee is for one review and submission to one school.

|                             |              |
|-----------------------------|--------------|
| First review and Submission | .....\$15.00 |
| Each Additional Submission  | .....\$5.00  |

## III. PARENT-TEACHER DIPLOMA CERTIFICATION SERVICES:

A Student's High School Diploma can take many creative formats. Some parents prefer to issue their own diploma. PACESC can now review and certify parent-teacher diplomas.

PACESC will review the parent-teacher generated diploma against the student's course history. Students must meet very basic standards to receive PACESC's official seal and are always evaluated on an individual basis. PACESC reserves the right to refuse to certify those diplomas that do not meet the most basic of requirements.

**Cost of service:** Non-refundable fee is for the review and certification of one high school diploma.

|                                |              |
|--------------------------------|--------------|
| First review and Certification | .....\$10.00 |
| Each Additional Submission     | .....\$5.00  |

\*\* This service is independent of the High School Transcript Service. Enrollment in that program includes an official high school diploma. If a parent-teacher designed diploma is preferred, the request can be considered. An additional fee of \$3.00 will be assessed for each diploma, including those accompanying transcript where required.

\*\*\*The PACESC High School Diploma can be requested as the style for the same costs.

# PACESC TRANSCRIPT SERVICES ENROLLMENT FORM

PO Box 1767, Moncks Corner, SC 29461  
 (843) 899-4333 or email us at: [pacesc@pacesc.com](mailto:pacesc@pacesc.com)

Member Family Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Was any coursework completed previously at a public or private school? (circle one): NO YES  
 If you answered yes, please complete a *Request for Records* form for each school previously attended where credit was obtained.

**Fees enclosed:**

|  |       |          |                 |   |          |
|--|-------|----------|-----------------|---|----------|
| <b>Transcript Service for any student returning to school:</b> |       |          |                 |   |          |
| <b># Interim Transcript</b>                                    | _____ | <b>X</b> | <b>\$ 25.00</b> | = | \$ _____ |
| <b>High School Transcript Service:</b>                         |       |          |                 |   |          |
| <b># Junior Transcript</b>                                     | _____ | <b>X</b> | <b>\$**.**</b>  | = | \$ _____ |
| <b># Final Transcripts</b>                                     | _____ | <b>X</b> | <b>\$50.00</b>  | = | \$ _____ |
| <b># Additional Transcripts</b>                                | _____ | <b>X</b> | <b>\$ 5.00</b>  | = | \$ _____ |
| <b># Additional Diplomas</b>                                   | _____ | <b>X</b> | <b>\$ 5.00</b>  | = | \$ _____ |
| <b># Unofficial Transcripts</b>                                | _____ | <b>X</b> | <b>\$ 5.00</b>  | = | \$ _____ |
| <b>Parent Diploma provided</b>                                 |       |          |                 |   |          |
| <b>Parent-Teacher Transcript Service:</b>                      |       |          |                 |   |          |
| <b>#1<sup>st</sup> Review/Submission</b>                       | _____ | <b>X</b> | <b>\$ 15.00</b> | = | \$ _____ |
| <b># Additional Submission</b>                                 | _____ | <b>X</b> | <b>\$ 5.00</b>  | = | \$ _____ |
| <b>Parent-Teacher Diploma Service:</b>                         |       |          |                 |   |          |
| <b>#1<sup>st</sup> Review/Submission</b>                       | _____ | <b>X</b> | <b>\$ 10.00</b> | = | \$ _____ |
| <b># Additional Submission</b>                                 | _____ | <b>X</b> | <b>\$ 5.00</b>  | = | \$ _____ |
| <b>Miscellaneous Fees:</b>                                     |       |          |                 |   |          |
|  | _____ | <b>X</b> | <b>\$</b>       | = | \$ _____ |
|  |       |          | <b>TOTAL</b>    |   | \$ _____ |

\*\* All fees are non-refundable\*\*