

THE COVINGTON HIGH SCHOOL TRANSCRIPT

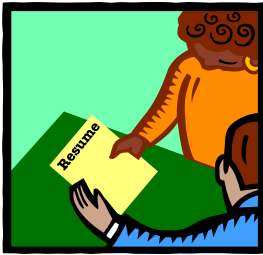
Your Covington High School transcript is “cumulative,” meaning it includes *all* courses you take in high school for credit (as well as those classes you may have taken in junior high for high school credit). Your transcript shows *only* the final letter grade you receive upon completion of a course, whether the class is taken during the school year or the summer or whether the class is taken at our campus or another school’s campus (e.g., a3 Online Academy or a school you attended within or outside of St. Tammany Parish or the state of Louisiana). Your Covington High School transcript is the single most important document used to show your academic success. In addition to your high school coursework, your cumulative grade point average (GPA) appears at the bottom of your transcript, along with your rank in class (how you compare to the other students in your class).

Please note: Because ALL courses taken for high school credit are used in the calculation of your GPA, coursework taken in 9th grade are just as important as courses taken when you are a sophomore, junior, and senior – whether they are core OR elective courses.

Courses Failed

On the Covington High School transcript: When a student fails a course and has to retake that class in the summer or following year, both grades received (the initial F and the passing grade) are used to compute the GPA. The failing grade is not deleted.

On the TOPS transcript (for certification purposes): When a student retakes a class, the *only* grade used in computing the student’s TOPS GPA is the highest grade. In other words, if a student is required to retake a class in summer school or the following year, the passing (or higher) grade will be used by TOPS. Failure of a course does not represent “successful completion of the course” and therefore, that grade is simply not used and will not appear on your TOPS transcript or detail report.



RÉSUMÉ

START PREPARING TODAY

At the start of your senior year, you will need to have a written list of your accomplishments, activities, honors, and awards received during high school. **START NOW!** Spend some time now brainstorming, remembering everything that you have done and accomplished. Write all of this down and store it somewhere safe – in a folder or filing cabinet. Be consistent about updating it frequently. Then, during the summer before senior year, you will be prepared to start putting your résumé together and the chance of you forgetting something will be less likely.

As you record this information, be specific. For example, don’t just record that you were a member of Key Club. Rather, list all of the activities that you participated in, the hours spent doing these and then summarize any details that were important to you. You will use some of these specifics in the résumé and you may find some of this information useful when choosing a topic for an essay. And, remember to record the dates!

College representatives are looking for specifics. They are looking for your level of commitment, dedication, and creativity. It is better to truly involve yourself in a few activities, learning and being enriched by this, than to have multiple entries on your résumé with no specific accomplishments which show that you or anyone else has learned or gained by your membership.