

**ROSLYN HIGH SCHOOL
COUNSELING CENTER
Instructions for the Transcript Verification Form**

The attached transcript includes a record of your high school performance and your three-year grade point average. The transcript is designated “unofficial” because it will not be accepted by any school, college or employer; only **transcripts mailed directly** from Roslyn High School are considered “official”.

You have been sent a copy of your transcript for two basic reasons:

1. You should be aware of what the official record shows about your high school performance to date.
2. You should check the accuracy of the courses listed, the grades recorded and the three-year grade point average listed as GPA.

Check Course Listings:

1. Check that every course you have taken has been listed on the transcript.
2. Check that no additional courses have been listed.
3. Check that each of the grades reported are correct.

Calculating the GPA (Grade Point Average):

In order for you to calculate your grade point average accurately, you should be aware of the guidelines used by Roslyn High School.

1. Final grades in all subjects in grades 9-11 are included. High pass/pass/no credit grades are not included in this calculation.
2. Failing grades are included when the subject is not repeated. If the course is repeated during the school year or during summer school, **both grades are used in calculating the GPA.**
3. When students retake a regents exam without repeating the course, the GPA will be recalculated. Both regents grades appear on the transcript.
4. Grades for ½ credit courses are only given ½ weight and grades for ¼ courses are only given ¼ weight (for example: 100 is a 50 for a ½ credit course and 100 is a 25 for a ¼ credit course)
5. Steps to follow to verify your unweighted GPA:
 - Add the value for each course
 - Divide the total by the number of credits
 - The result of the division should correspond to the GPA as indicated on your transcript.
6. Steps to follow to verify your weighted GPA: All courses are weighted retroactively. Final course averages will be multiplied by a numerical amount **depending on the level of the course.** (Please note the examples for a final course average of 95 listed below.)
 - Regents Level Courses: x 1.00 (95 average x 1.00 = 95.0)
 - Honors or Accelerated Courses: x 1.08 (95 average x 1.08 = 102.6)
 - Research Honors Courses: x 1.09 (95 average x 1.09 = 103.5)
 - Advanced Placement Courses: x 1.10 (95 average x 1.10 = 104.5)