

## TRANSCRIPT FAQ

### When do I need a transcript?

- For proof of completion
  - If you are completing the LCP course as a prerequisite (in order to move into the subsequent class)
  - If you are taking the course for credit recovery, your school will require a transcript for their records
- For internship applications
- For college applications

### How do I send it to colleges or my school?

Our school cannot send out a student's transcript without authorization from the parents. Therefore, parents have to initiate the process by filling out a transcript request form. The form can be downloaded at <http://legendcp.com/transcript-request/>.

The list of universities (and their addresses) your child is applying to also needs to be provided.

UCs and Cal States do not require an official transcript until you have received an offer of acceptance. At the time of filling out applications, you only need to report courses and grades earned at Legend College Preparation.

### What do I have to do to get a transcript?

Besides submitting a transcript request to [transcript@legendcp.com](mailto:transcript@legendcp.com), you will have to fill out a student record package. All new students are required to submit all forms in the package. Check with the office if you are not sure whether you have submitted one.

### How is a student's GPA be calculated?

Our school only provides a weighted GPA in the transcript. Honors and AP courses carry an extra point on the grade point system. Refer to the chart below for points earned for each grade.

Letter Grade	Grade Points
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
Add an additional point to AP and Honors courses (e.g. A+ = 5.33)	

**What is Legend's School Code (or CEEB Code)?**

054732

**Do I have to pick up the transcript from the office?**

- You will be notified when the transcript is ready for pick-up, if you choose this option. If you have a deadline to meet, picking up the transcript may be faster than via mail.
- Alternatively, the request form allows you to specify an institution and their address so we may send it there.
- As a reminder, an official transcript CANNOT be opened, or it will cease to be official.
- The processing time is usually 5 working days.

**Does much does my transcript cost?**

Each semester, a parent may request a free copy of an unofficial transcript. For all official transcripts, there is a fee of \$10 per transcript.

**What if I just want to check my grade?**

The student may ask their teacher or get an unofficial transcript from [transcript@legendcp.com](mailto:transcript@legendcp.com).

**Do I have to provide the school with the student's social security number?**

Providing the social security number is optional. But it will help the school, in some situations, to correctly identify a student with his/her record.