

# Requirement Check List for Home School Students

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Item(s) Received - √	ITEMS REQUIRED FOR THE CREDENTIALS PORTION OF THE STUDENT'S RECORD	T-Transcript or P-Packet
	<b>A COPY OF THE EXEMPT LETTER FROM THE STATE</b> - This will confirm you have filed your child with the Department of Education in your state regarding the home schooling of them.	P
	<b>TRANSCRIPT MUST BE TYPED</b>	T
	<b>TYPE OF UNITS USED - For the Calculation of Credits Received</b> <i>Example:</i> 1 Unit = 1 Semester (Half a Year) or 1 Unit = 2 Semesters (a Whole Year)	
	<b>GRADE SCALE USED:</b> <i>Example:</i> 4.0 = A, 3.0 = B, 2.0 = C....	T
	<b>TIMEFRAME COURSES WERE TAKEN</b> <i>Example:</i> by year 2005-2006, 2006-2007, 2007-2008 or by grade level 9th, 10th, 11th, 12th	T
	<b>CUMULATIVE GPA, If available. (Semester or Term GPA's are also beneficial)</b>	T
	<b>ANTICIPATED Graduation/Completion Date or FINAL Graduation/Completion Date</b>	T
	<b>SIGNATURE of AUTHORIZED PERSON RESPONSIBLE FOR RECORD KEEPING</b>	T
	<b>OFFICIAL GED IS REQUIRED</b> - The GED will be waived with an official ACT composite score of at least a 20 or a an official SAT total of at least a 950 –CRITICAL REASONING (READ/VERB) & MATH SCORES ONLY - Written not included in total (waived only if Home School education has been filed with the state Department of Education).	Transcript
	<b>A LIST OF ANY IN-PROGRESS OR FUTURE COURSES THAT WILL BE TAKEN OR NEED TO BE TAKEN</b> (if the course is being taken at a college, indicate name of inst. Ex: Metro CC: Math 1310 Int Algebra)	
	<b>OFFICIAL ACT or SAT TEST SCORES REQUIRED</b> - These scores must be requested from <b>ACT.ORG</b> or <b>Collegeboard.Org</b> and sent directly to UNO to be considered official	Transcript
	<b>A LIST OF ANY CLEP OR ADVANCED PLACEMENT (AP) TESTS TAKEN</b> Titles of Courses/Tests – <b>**AN OFFICIAL TRANSCRIPT MUST BE SENT TO UNO DIRECTLY FROM Collegeboard.COM**</b>	Transcript
	<b>A LIST OF ANY AND ALL COLLEGE COURSES TAKEN or IN PROGRESS</b> - Include the name of the college, courses titles, grades received (if finished), number of credits earned, and the type of credit hours i.e. Semester or Quarter <b>**AN OFFICIAL TRANSCRIPT MUST BE SENT TO UNO DIRECTLY FROM THE REGISTRAR'S OFFICE OF THE INSTITUTION FROM WHICH THE COURSES WERE TAKEN**</b>	Transcript
Please note	<b>The FINAL high school transcript should include any college or other high school credits used to complete the high school record especially if they were listed as in-progress course on the initial transcript. The final transcript must include the specific DATE of GRADUATION</b>	Transcript
<b>ITEMS REQUIRED FOR THE COURSES TO BE CONSIDERED: Course Descriptions Containing Information On Course Requirements (The Syllabi Or Outline Of Course), Name Of Text Used With Title &amp; Author For Each Course.</b>		
	<b>MATH:</b> - TYPE OF MATH <i>Example :</i> Algebra I-SAXON; MATH1310 - Intermediate Algebra - Metro Community College	T or P
	<b>ENGLISH:</b> - TYPE OF LITERATURE, including a reading list showing a wide variety of Literature - TYPE OF WRITING PROJECTS – <i>Example:</i> 3-5 page term paper, daily 1 page journal entry, 2 page book report or other writing intensive projects - TYPES OF ORAL PRESENTATIONS - <i>Examples:</i> Persuasive, Entertaining, Demonstrative, or Informative	T & P
	<b>NATURAL SCIENCES:</b> - TYPE OF NATURAL SCIENCES TAKEN; Include name of text or program - A copy of the Table of Contents; a listing of Lab Projects completed. Please either list or indicate and highlight them on the print-out copies. <b>Without enough lab information, a deficiency will be found in this area.</b>	T & P
	<b>SOCIAL SCIENCES:</b> - TYPE OF SOCIAL SCIENCES TAKEN; Include name of text or program and a copy of the Table of Contents; showing a well-rounded Social Science study. BE SPECIFIC <i>Examples:</i> American or World History, American Government or Geography in addition to other Social Sciences like Psychology, Sociology, or Economics	T & P
	<b>FOREIGN LANGUAGE:</b> - THE LANGUAGE STUDIED - Type of instructional method: tapes, computer, written, spoken, tutor. - <b>Name and contact information of the tutor, if one was used. – A Placement Exam will be required if the student was not tutor instructed or taught in a classroom type setting.</b>	T & P
<b>*Items with a '√' indicate that UNO has received them and that they are being reviewed.</b>		
<b>If questions, please contact Maureen Pope at UNO: (402)554-2982 mpope@unomaha.edu</b>		