

High School Academic Progress Log

Student name: _____

Subject/Credits	Grade 9				Grade 10				Grade 11				Grade 12			
	Class subject title	Credit	Grade		Class subject title	Credit	Grade		Class subject title	Credit	Grade		Class subject title	Credit	Grade	
Math:																
English:																
Science:																
Social Studies:																
Physical Education:																
Arts:																
Electives:																
Total credits needed to graduate:	Total credits earned in grade 9:				Total credits earned in grade 10:				Total credits earned in grade 11:				Total credits earned in grade 12:			
Does this student have a Personalized Learning Plan (PLP)? (Ask to see it)																
State test taken - record name and score																
College entrance exams (ACT, SAT, Accuplacer) taken - record name and scores																
AP exams taken - record name and score																

About this academic progress Log

The *High School Academic Progress Log* can help you keep track of your student's high school progress. The log has space to write in classes taken, grades, credits earned, progress toward graduation, and exam scores. Along with Minnesota's state graduation requirements, individual high schools may have additional graduation requirements. To track credits, you will need to know the graduation requirements for your student's high school. Contact your student's high school for a copy of these requirements.

How to use this log

The first column lists the main high school subjects required for graduation. Use this column to write in the credits required in each subject to graduate and the total credits required. Each grade level (grade 9, 10, 11, 12) has three columns you can write in. For each grade level, use the "Class subject title" column to write in the name of the course your student took in that subject. In the next two columns, write in the credit earned in that course and your student's letter grade. At the end of the school year, add up the number of credits earned in that school year and write the total in the gray row.

Below the gray row is space to write in college and career preparation. Write in the name of exams taken by your student and their scores.

Educational terms used in the log:

- **Credits** - Minnesota state law requires at least 21.5 credits to graduate from high school, but your district may require more. **It is very important to contact your student's guidance counselor or principal to find out credit and subject requirements.** For example, many high schools require one credit in a health class even though this is not a state requirement for graduation.
- **Personalized Learning Plan (PLP)** – State law requires schools to create a Personal Learning Plan for all students no later than the beginning of ninth grade. This "life plan" includes academics, career and employment-related skills, community partnerships, college access, all forms of postsecondary training, and other learning opportunities.
- **State Test Scores** – In this section, you can write in your student's state test scores. These state tests include the Minnesota Comprehensive Assessment (MCA), Assessing Comprehension and Communication in English State-to-State (ACCESS), and/or the Minnesota Test of Academic Skills (MTAS).
- **College Entrance Exams** – Some colleges consider college entrance scores, such as the ACT or SAT, as a factor in admissions decisions. Community colleges and training programs may require a student to take an Accuplacer test to determine the student's placement in required courses.
- **Advanced Placement (AP) Exams** – These are exams for college-level classes taken in high school. Some colleges award college credits or advanced placement in college classes to students who earn an acceptable score on AP exams. The acceptable minimum score varies from college to college. Your student's guidance counselor can give you more information about AP exams.

High School Academic Progress Log (Sample form)

Student name: _____

Subject/Credits	Grade 9				Grade 10				Grade 11				Grade 12			
	Class subject title	Credit	Grade		Class subject title	Credit	Grade		Class subject title	Credit	Grade		Class subject title	Credit	Grade	
Math: 3	Geometry	1			Algebra 2	1			Statistics	1			Pre-calculus	1		
English: 4	English 9	1			English 10	1			English 11	1			English 12	1		
Science: 3	Physical science	1			AP Biology	1			Chemistry	1			Physics	1		
Social Studies: 3.5	Human Geography/ Civics	1			American History	1			World History	1			United States Government	1		
Physical Education:	Fitness & Health	1														
Arts: 1	Ceramics	1			Photography	1										
Electives: 7	Choir Health	1 1			Food Fundamentals Money Management	1 1			Robotics College and Career Exploration	1 1			Spanish 1	1		
Total credits needed to graduate: 21.5	Total credits earned in grade 9: 8				Total credits earned in grade 10: 7				Total credits earned in grade 11: 6				Total credits earned in grade 12: 5			
Does this student have a Personalized Learning Plan (PLP)? (Ask to see it)	Yes				Yes				Yes				Yes			
State test taken - record name and score					MCA Reading, 1052				MCA Math, 1155							
College entrance exams (ACT, SAT, Accuplacer) taken - record name and scores									ACT, 22				SAT, 1110			
AP exams taken - record name and score					AP Bio, 3											