

Counselor example letter is only for weighted individual course grades that are listed on the transcript

Must be on official school letterhead

March 24, 2020

The attached transcript contains weighted grades for John Smith. The following chart shows the class, weighted grade and un-weighted grade.

CLASS	WEIGHTED GRADE ON TRANSCRIPT	UN-WEIGHTED GRADE TO BE PUT ON FFA SCHOLARSHIP APP
AP WORLD GEOGRAPHY	106	96
APCALCAB	103	93
APENGLAN	94	84
AP PHYSICS	98	88

Please let me know if you have any questions or need any further information.

Sincerely,

Jane Doe - Counselor

*****This letter should NOT include anything about overall GPA that is listed on the transcript. The only thing we are concerned with is the INDIVIDUAL UNWEIGHTED CLASS GRADE AND THE CORRESPONDING CREDIT*****