

# Springboard

## SAMPLE TRANSCRIPT LETTER

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

To Whom It May Concern:

The following are descriptions of Course Curriculum that \_\_\_\_\_ participated in and completed while at the Springboard Home from \_\_\_\_\_ to \_\_\_\_\_. Many school districts have awarded credit for this coursework as it does successfully meet the scope and sequence of many state education departments.

**Physical Education** - 126 hours (1 credit hour). Monday through Friday for one hour each day, she took part in physical activities such as swimming, walking, and aerobic conditioning.

**Home Economics** – 400 hours (3 credit hours). Springboard facilities mandate that a student learn to prepare meals for their own personal life growth skills. Each student is required to prepare meal schedules for breakfast, lunch and dinner each week. This includes the menu planning, preparing the ingredients, cooking the meals and serving them to others at the facility.

Each student is also required to follow through with the cleaning responsibilities of not only the kitchen duties but also those of a normal house i.e. deep cleaning bathrooms, bedrooms and all other living areas.

The hours spent in meal planning, preparation, cooking, serving, clean-up and other domestic instruction and daily life skills learning, go far beyond the required hours of the district requirements.

**Fine Arts** – 85 hours (1 credit hour). Each student is required to participate in a performing choir as well as performing arts activities including the creation and performance of a skits, songs or human videos.

**Christian Theology/English** – 1,000+ hours (10 credit hours). Students at Springboard are required to study a minimum of 3 hours daily through a guided, regimented series study of the Christian Bible and Judeo Christian Life Experiences. The daily workbook is broken up into four units. Each student is required to complete all four units while at the Springboard facility. The curriculum requires the student to read, cross-reference, and use thesauruses to validate their research and to write essays that state their findings. They are also required to do large amounts of memorization and are given daily written and oral exams. Spelling, vocabulary, and comprehension are also taken into account in this course.

**Community Service/Economics** – 100+ hours (1 credit hour). The Springboard program requires each student to participate in events and activities that help the community. They learn compassion, sharing and self-worth in the environment that cannot be obtained anywhere else in life. The students participate in Drug Prevention Programs throughout the community giving presentations to Middle and High School students as well as parent groups. They also take part in Community Relation activities.

**Life Skills** – 67 hours (1 credit hour) - Each week, students are given instruction in the areas of goal setting, resume writing, interviewing, effective communication, finances, relationships and character development.

If you have any questions or concerns regarding any information in this letter please do not hesitate to contact me at my office Monday through Friday from 9am-5pm. You can reach me at 520.887.8773. Thank you very much for your time.

Sincerely,

Rev. Georgia Morrison

Center Director

Springboard Home