



# FAMILY CHRISTIAN ACADEMY DIPLOMA REQUEST & TRANSCRIPT WORKSHEET



LETTER OF REQUEST

Full Name of Student Name exactly as you want it to appear on Diploma, if different than above

CHECK THE DIPLOMA YOU ARE REQUESTING

- Family Christian Academy High School Diploma
  Qualified for Honors Diploma

Students must meet all of the following requirements:

- Student's final transcript shows that student has met the minimum credit requirements for graduation.
- Student has received a stanine score of at least 4 on an 11th or 12th grade Stanford Achievement Test, or a score of at least 20 on the college entrance ACT, or a score of at least 500 verbal/ 500 math on the college entrance SAT, or student must produce an unconditional letter of acceptance from a college.

- Family Christian Academy High School Diploma (Parent-Directed)

Student must be 18 years old and meet one of the following requirements:

- Student's final transcript shows that student has met the minimum credit requirements for graduation and has either taken no standardized tests or student's test scores are below those required to receive a standard Family Christian Academy High School Diploma (above), or
- Student is considered a Special Education Student.

- Family Christian Academy High School Diploma (Apprentice High School)

Student has successfully completed the requirements for FCA's Apprentice Program

Name of parent or guardian Signature of parent or guardian Date

I have completed the Parent Transcript Worksheet below. FCA will evaluate this worksheet for accuracy. If we must return your Transcript Worksheet Form for any reason, a \$15.00 reevaluation fee will be charged. NOTICE: Diplomas will not be issued if student's final Attendance & Progress Report has not been completed and submitted to FCA.

Below, list actual subjects: Algebra I rather than Math; Biology, rather than Science; World History, rather than History or Social Studies.

Do not list non-academic work such as community service, achievements, and honors. These belong in student's Portfolio.

If the courses listed below do not match past attendance and progress report, parents will be required to submit updated attendance and progress reports, and may be subject to additional fees.

TRANSCRIPT WORKSHEET

GRADE 9	Specific Subject	Grade	Credit

GRADE 10	Specific Subject	Grade	Credit

GRADE 11	Specific Subject	Grade	Credit

GRADE 12	Specific Subject	Grade	Credit

Name of parent or guardian Signature of parent or guardian Date