

*Grace Home School Association*  
*Request for a One-Time Transcript*  
 Elementary and Middle School Children Only

Please do not use this form for transcript service.

Your Home School Name \_\_\_\_\_  
 Name of Student \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Grade for this report \_\_\_\_\_ Promoted to \_\_\_\_\_ grade  
 Name of parent/legal guardians \_\_\_\_\_  
 Address of parent / legal guardians \_\_\_\_\_  
 Phone number \_\_\_\_\_

Subject	Final Grade	This report is for school year: _____

Grades K-8 - \$25.00 (with no high school subjects)  
 Grades 7- 8 with high school credit earned- \$60 Do not use this form for high school credit.  
Please use the high school record form for this request, otherwise your request may take longer while we await the proper form, correctly filled out and try to figure out what you are wanting.  
 All high school transcript request forms must include all high school grades. For instance, if your child is in the 11th grade, give us the grades for 9, 10, and 11 (unless they are already on file in our office. This may include transcripts from other schools and associations.  
 Make sure you have also submitted your attendance records for the school year indicated above.

Grades K-8, may use letter or number grades.  
 Grace uses the first 2 numbers in grading (example - 98.7651 = 98). We do not round  
 Use one form per student.

Allow two weeks for processing.

Comments: \_\_\_\_\_  
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