

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

**Please do not use this form for high school transcripts.**

Your Home School Name \_\_\_\_\_  
 Full Legal Name of Student \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Grade for this report (example - 5<sup>th</sup>) \_\_\_\_\_ grade. Promoted to (example - 6<sup>th</sup>) \_\_\_\_\_ grade  
 Name of parent/legal guardian \_\_\_\_\_  
 Address of parent / legal guardian \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone number \_\_\_\_\_ Member Number \_\_\_\_\_

**Use one form per student, per school year.**

This report is for the school year (example – 2010/2011) \_\_\_\_\_  
 Grades are averaged with previous school? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Please check which quarters these grades are 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Subject	Final Grade

Is this child being withdrawn from GRACE?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the withdrawal date?  
 \_\_\_\_\_

Email \_\_\_\_\_

Grades K-8 - \$25.00 – 1 school year                      \$5 per subsequent school year

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 official transcripts, otherwise your request may take longer while we await the proper form, correctly filled out.

All requests for all school years must be submitted at one time to receive discount. If requests are received separately, the fee will be \$25.00 per transcript requested. Make sure you have 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 up.  
 Allow two weeks for processing. All transcripts are emailed for approval prior to being sent to a school.