

# High School Transcript and Diploma Request

## DaySpring Academy/High School

### Transcript/Diploma Fees

1. Diploma and 2 sealed copies of the transcript- \$65 per student/\$10 rush to have it sent within one week of receipt. Normally the Transcript will be mailed within two weeks of receipt of Transcript Request Form or check clearing, whichever is later

### Summer Break

The School is closed from usually June 15 to July 15 unless otherwise stated on the website for summer break. If Transcripts Request forms are received after July 15th, or waiting for check to clear delays completion, the transcript will not be sent out until August. Please do not expect a transcript during the summer break.

### Other Information

Transcripts will not be prepared without the information requested on this form. If fee is not included, and any previous fees incurred have not been paid, transcripts will not be mailed out.

Checks will need to clear first, so send a money order for faster service. You can also use PAYPAL and send to [dayspringacademy@att.net](mailto:dayspringacademy@att.net).

### Graduating Senior Transcript Policies

1. The School is closed from June 15<sup>th</sup> to July 15<sup>th</sup> for summer break. Please do not expect a transcript during the summer break.
2. Transcripts will not be prepared without ALL the information requested on this form.
3. Please request a transcript as soon as possible following or just prior to graduation. **There is a \$20 fee for each year between graduation and requesting a diploma OR transcript. There is a \$20 fee for waiting 6 months or longer.**
4. College Prep Diploma REQUIRES several subjects plus an ACT or SAT score.
5. Please list courses in Like order as shown: All English, All History, All Science and All Maths and then electives.
6. Fill out request COMPLETELY or forms will be returned and incur a fee. This means FULL date of graduation, COMPLETE address, complete grades for EVERY subject.
7. If this is a transcript to send to a college before a student has graduated the fee is \$10. Include subjects working on also and the fee is the normal fee when applying for a official graduating transcript and diploma. Use the high School Only transcript request rather than this one.

## ALL Transcripts

### Transcript Considerations

In general, list the courses by subject matter ie English then Math then History...see example.

Please try to remember how a college admissions officer or other public school official would view these. Make your subject listing clear and feasible from the standpoint of what the public school official (or college admissions officer) is accustomed to seeing and needs for evaluation for public school placement or college.

Avoid "double listing" of subjects. Extensive courses of study *can* be more than one credit but the subject listing should not contain the same subject name twice. Some examples:

If the student earned four Bible credits, do not list each one as "Bible," but differentiate them in some way, i.e. Bible I, Bible II, Bible III or Old Testament Study, New Testament Study, Study of the Prophets.

For two Auto Mechanics courses, use some type of classification, i.e. Basic Auto Mechanics and Advanced Auto Mechanics.

U.S. History and American History should not be listed as two separate credits. This has sometimes happened when an extensive course of study was used. These should be differentiated in some way, i.e., American History through 1860, and American History 1860 through today; or American History and U.S. Government.

English credits -- vocabulary, grammar, literature, spelling -- are generally best combined to read English 9, English 10, English 11, English 12.

Math credits -- these must be described according to course content and the general description "Math" or "Math 9<sup>th</sup> grade" is not acceptable on a high school level.

Completing per the sample will allow you to tell at a glance which diploma program the student has completed.

**Remember, these are *guidelines*, not hard and fast rules. If you have questions, please get the information**

Subject	Grade	Credit	English	Math	Science	History	Elective
English 9	B	1.0	1.0				
English 10	A	1.0		1.0			
English 11	B	1.0			1.0		
English 12	A	1.0				1.0	
World History	A	1.0					1.0
US History	A	1.0					1.0
Govt	A	1.0					1.0
Economics	B	1.0	1.0				
Current Events	A	1.0		1.0			
Pre Algebra	A	1.0				1.0	
Algebra 1	A	1.0					1.0
Algebra 2	A	0.5			0.5		
Geometry	A	0.5			0.5		
General Science	A	1.0					1.0
Earth Science	B	0.5					0.5
Biology	B	1.0	1.0				
Art	B	1.0		1.0			
Music	A	1.0			1.0		
Drivers Ed	B	0.5				0.5	
Physical Education II	B	1.0					1.0
Wilderness Survival	A	0.5					0.5
Photography	A	0.5				0.5	
American Literature	A	1.0	1.0				
Music / Piano II	A	1.0					1.0
World Religions	A	1.0					1.0
<b>Total</b>		<b>22.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>9.0</b>

Standard Diploma Requirements	Academic Diploma Requirements	College Prep Diploma Requirements
<u>4</u> English (minimum 3) <u>3</u> Math (minimum 3) <u>3</u> Science (minimum 3) <u>3</u> History (minimum 3) <u>9</u> Additional Credits <u>22</u> <b>TOTAL CREDITS (minimum 22)</b>	<u>      </u> English (minimum 4) <u>      </u> Algebra 1 credit (required) <u>      </u> Math (3 in addition to Alg I) <u>      </u> Biology credit (required) <u>      </u> Science (3 in addition to Bio.) <u>      </u> U.S. History credit (required) <u>      </u> World History credit (required) <u>      </u> History (2 in addition to above) <u>      </u> Additional Credits <u>      </u> <b>TOTAL CREDITS (minimum 24)</b>	<u>      </u> English (minimum 4) <u>      </u> Algebra 1 credit (required) <u>      </u> Algebra 2 credit (required) <u>      </u> Geometry credit (required) <u>      </u> Math (1 in addition to above) <u>      </u> Biology credit (required) <u>      </u> Chemistry credit (highly recommended) <u>      </u> Science (2 or 3 in addition to above; total of 4 science credits required.) <u>      </u> U.S. History credit (required) <u>      </u> World History credit (required) <u>      </u> History (2 in addition to above) <u>      </u> Foreign Language (highly recommended) <u>      </u> Basic Computer Skills (highly recommended) <u>      </u> Additional Credits <u>      </u> Act Score (minimum 16 required) <u>      </u> Date of Act Test <u>      </u> <b>TOTAL CREDITS (minimum 26)</b>





