

## Transcript Request Information

The following policies have been in effect since July 2002, announced both in the newsletters and in enrollment packets following that date.

### Excerpt from **DaySpring Academy-- Official Statement on Public school and Education**

If you think your child will be returning to the government system at any point, you are still welcome to enroll with DSA. We support your right to make all decisions regarding the parenting of your child, including the placement in the government school setting; however, it has always been **the parent's responsibility**, not DSA's, to know the particular requirements of the State, your county of enrollment, and the school with which you wish to enroll/reenroll. We suggest the following if re-enrollment is a possibility:

1. Contact the Alabama State Board of Education. Ask for a written copy of their policies pertaining to students enrolling/reenrolling in or transferring from non-accredited schools to the public schools in Alabama.
2. Go to your county superintendent's office, as well as the school in which you intend to reenroll your child, and inquire as to whether they follow the state guidelines or if they have their own policies regarding the same. Get their policy in writing and signed by someone in authority.

### **DSA Recommendations For Parents Regarding Students Returning to Public School**

It is up to each parent to personally research options when interacting with your local public schools and gathering information pertaining to possible future reenrollment. We hope the DSA policies listed below will help you to make a more fully informed decision:

1. All records held by DSA belong to the parent/guardian of the student. Any public school records sent to DSA will be held in file until the parents request them, in writing, and send proper postage to cover the mailing fees.(\$5)
2. An official transcript will be made when the child graduates from DSA. It will be sent to whomever the parent requests (colleges, the military, or employers). A diploma is also provided.
3. If a child transfers to the public school before graduation, official transcripts will be made and sent to the parent along with all previous records. We will no longer send records directly to the public schools or other church schools. Fees are applicable.
4. Parents are responsible for knowing all requirements, both state and local, for a child re-entering the public school from a non accredited school.
5. A student must complete a full 6 weeks of work and parents must turn in all progress and attendance forms BEFORE an official transcript will be made. If the student has less than this amount of time with DSA or does not turn in any reports, we will send a letter stating no work can be verified.
6. All fees will be paid before a transcript is sent to the parent. A 2 week notice is advised- a transcript needed immediately before the 2 week notice will have an extra \$10 fee added.

### **Transcript Fees and Policies**

#### **Transcript Fees**

1. Requested (postmarked) July 31<sup>st</sup> – April 30<sup>th</sup> -- \$40 per student

Transcript mailed within three weeks of receipt of Transcript Request Form or check clearing, whichever is later.

Add \$10 for Rush requests, mailed in one week.

2. Leaving DSA at the end of the school year and requested (postmarked) May 1<sup>st</sup> to June 30<sup>th</sup> -- \$20 per student.

Transcripts take from one to three weeks to process. Those postmarked in early May prior to Graduation will be mailed before Graduation date if time frame allows. Otherwise, transcript requests will be processed in July.

Add \$10 for Rush requests for processing as follows: (1) postmarked May 1<sup>st</sup> through May 10<sup>th</sup>, processed within one week from receipt; (2) postmarked May 10<sup>th</sup> through June 25<sup>th</sup>, processed during the first week of July.

#### **Summer Break**

The School is closed from Graduation date through June 30th for summer break. Please do not expect a transcript during the summer break.

#### **Other Information**

Transcripts will not be prepared without the information requested on this form. Separate forms required for each child.

Include a SASE for return of transcript to you.

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.

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### **Attendance Reporting Form -- policy effective July 2004**

A report of days of "academic attendance" must be furnished when transcripts are required. Public schools typically consider 140 to 185 days of academic attendance as meeting their criteria.

This form is required for each year being reported.

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### **Certification**

Your certification of information being reported is required on each page.



# ATTENDANCE REPORT

School Year: June 1' \_\_\_\_\_ to May 31, \_\_\_\_\_

Circle each calendar day to be reported as a day of academic attendance. Total should be 140 to 185 days.

June 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 SUBTOTAL: \_\_\_\_\_

July 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

Aug. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

Sept. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 SUBTOTAL: \_\_\_\_\_

Oct. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

Nov. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 SUBTOTAL: \_\_\_\_\_

Dec. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

Jan. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

Feb. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 SUBTOTAL: \_\_\_\_\_

Mar. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

April 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 SUBTOTAL: \_\_\_\_\_

May 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  
18 19 20 21 22 23 24 25 26 27 28 29 30 31 SUBTOTAL: \_\_\_\_\_

TOTAL DAYS for SCHOOL YEAR: \_\_\_\_\_

<b>Certification</b> I certify that the above is a true and correct report. Parent/Guardian Signature: _____ Date: _____
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