

High School Transcript Request

DaySpring Academy/High School

Information is supplied for both Graduating Senior transcripts and Transfer transcripts at the high school level. Please read carefully the information under the heading that applies to your request, plus the information under the heading "ALL Transcripts."

Transfer Transcripts

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 must 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.

Transfer Transcript Fees and Policies

Transcript Fees

1. Requested (postmarked) July 31st – April 30th -- \$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 1st to June 30th -- \$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 1st through May 10th, processed within one week from receipt; (2) postmarked May 10th through June 25th, 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.

Graduating Senior Diploma and Transcript

Transcripts are not supplied without the Transcript Request Information. Please request a transcript as soon as possible following or just prior to graduation. First transcript requests made after ten months will not be processed without incurring fees; the amount of the fee will depend on the situation. It is also possible, depending on the situation, that fees may be incurred after six months.

Diploma Fees

The Diploma Fee is \$45. If you pay the diploma fee prior to requesting the transcript, include information with this transcript request regarding the prior payment of the diploma fee.

Graduating Senior Transcript Fees

There are no fees for the first graduating senior transcript if the diploma fee has been paid. Additional transcript requests, if made within the time frames outline above, are \$5.00 each.

The fee for Graduating senior transcripts ordered without the diploma will be \$20. If complete information is supplied, these will be processed within one to three weeks. Add \$10 for Rush requests mailed in one week.

Graduating Senior Transcript Policies

1. The School is closed from Graduation date through June 30th for summer break. Please do not expect a transcript during the summer break.
2. Transcripts will not be prepared without the information requested on this form.
3. Please request a transcript as soon as possible following or just prior to graduation. First transcript requests made after ten months will not be processed without incurring fees; the amount of the fee will depend on the situation. It is also possible, depending on the situation, that fees may be incurred after six months.

ALL Transcripts

Transcript Considerations

In general, list the courses in the order completed.

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 9th 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 together as completely as possible and then call.

Sections to be Completed

All three sections must be completed for Graduating Senior Transcripts:

1. Transcript Request Information
2. Diploma Program Worksheet
3. Certification

Two sections must be completed for Transfer Transcripts:

1. Transcript Request Information
2. Certification

