

FCA Document Request Form

for future use

Use this form to request any of the documents below. For your protection, all requests must be made in writing and must include payment. Please allow 7-10 days for documents to be processed and mailed, faxed or made ready for pick-up.

Document Request

Name of Document(s) or Services Being Requested	Cost	Extensions
Acknowledgement of Student in Good Standing	\$5.00	\$
Diploma (duplicate)	\$15.00	\$
Diploma (early graduation)	\$15.00	\$
Diploma (include high school credit worksheet with request)	no charge	no charge
Diploma with FCA leatherette cover	\$30.00	\$
Driver's License or Permit Form SF 1010, 1st request	no charge	no charge
Driver's License or Permit Form SF1010, subsequent request	\$10.00	\$
Dual enrollment letter	\$5.00	\$
Enrollment verification	no charge	no charge
GED Recommendation Letter	no charge	no charge
ID Card Replacement	\$10.00	\$
Permission to work letter	\$5.00	\$
Progress & attendance reports (copies)	\$5.00	\$
Social Security verification (submit forms that need to be completed)	\$5.00	\$
Student's complete file	\$10.00	\$
Transcript evaluation: grades 9-11	\$35.00	\$
Transcript—official (for student currently enrolled)	\$12.00	\$
Transcript — official (for student not currently enrolled)	\$15.00	\$
Transcript — official (Seniors) one copy to family: up to three copies sent to college	no charge	no charge
Subtotal		\$
Processing fee		\$ 5.00
TOTAL ENCLOSED		\$

- Call me for pick-up when ready
 Please mail to address below
 Please mail to college(s). Name & addresses below

Name of Parent		Student
Address		City, St, Zip (must include zip code)
Phone #	E-mail	
Name of college 1	Address	City, St, Zip (must include zip code)
Name of college 2	Address	City, St, Zip (must include zip code)
Name of college 3	Address	City, St, Zip (must include zip code)

Requests cannot be honored if any information on this form is incomplete. All fees subject to change without notice. No refunds.