

# Diploma Request



## Letter of Request:

Full Name of Student

Name exactly as you want it to appear on Diploma, if different than above

### Check the diploma you are requesting

**Family Christian Academy High School Diploma**     **Qualified for Honors Diploma**

(Available to On-Campus & Home-Educated students). Students must meet all of the following requirements:

- Student's final transcript shows that student has met the minimum credit requirements for graduation.
- Student has received a stanine score of at least 4 on an 11th or 12th grade Stanford Achievement Test, **or** a score of at least 20 on the college entrance ACT, **or** a score of at least 500 verbal/ 500 math on the college entrance SAT, **or** student must produce a letter of acceptance from a college.

**Family Christian Academy High School Diploma (Parent-Directed)**

(Available to Home Educated students only). Student must be 18 years old and meet one of the following requirements:

- Student's final transcript shows that student has met the minimum credit requirements for graduation and has either taken no standardized tests or student's test scores are below those required to receive a standard Family Christian Academy High School Diploma (above), **or**
- Student is considered a Special Education Student.

**Family Christian Academy High School Diploma (Apprentice High School)**

Student has successfully completed the requirements for FCA's Apprentice Program.

Name of parent or guardian

Signature of parent or guardian

Date

**I am including the completed Parent Transcript Worksheet with this request. Fill out the Parent's Transcript Worksheet (page 62) very carefully. FCA will evaluate this worksheet for accuracy. If we must return your Transcript Worksheet Form for any reason, a \$15.00 reevaluation fee will be charged.**

**NOTICE: Diplomas will not be issued if student's final Attendance & Progress Report has not been completed and submitted to FCA.**

## For Office Use

Date request received

Date approved

Approved by

Comments: