



FAMILY CHRISTIAN ACADEMY

DOCUMENT REQUEST FORM



- Call me for pick-up when ready
 Please mail to address below
 Please mail to college(s) listed below

A STUDENT INFORMATION PLEASE ALLOW 1-2 WEEKS TO PROCESS DOCUMENT REQUEST

Name of Parent				Student				Student ID#				Date of Birth			
Address												City, St, Zip (must include zip code)			
Telephone (home)				Telephone (cell)				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)							
Payment information <input type="checkbox"/> Cash <input type="checkbox"/> Check/Money Order <input type="checkbox"/> AmEx <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard															
Name on Card				Telephone				Signature				CCV			
Card #								Exp. Date							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B MARK DOCUMENTS NEEDED AND SUBMIT WITH PROPER FEES

MARK DOCUMENTS NEEDED AND SUBMIT WITH PROPER FEES	COST	EXTENDED
<input type="checkbox"/> LICENSE: Driver's Form (SF-1010), 1st request	\$0.00	
<input type="checkbox"/> LICENSE: Driver's Form (SF-1010), subsequent request	\$10.00	
<input type="checkbox"/> TRANSCRIPT: Unofficial copy for 12th grade students currently enrolled	\$0.00	
<input type="checkbox"/> TRANSCRIPT: Official copy for 12th grade students currently enrolled	\$15.00	
<input type="checkbox"/> TRANSCRIPT: Official copy for students not currently enrolled	\$20.00	
<input type="checkbox"/> DIPLOMA: Include Form Q with request (Issued on Dec. 30th & June 30th)	\$0.00	
<input type="checkbox"/> DIPLOMA: Duplicate	\$20.00	
<input type="checkbox"/> DIPLOMA: Issued early, before FCA graduation date, include Form Q with request	\$20.00	
<input type="checkbox"/> DIPLOMA: With leather diploma cover, include Form Q with request	\$30.00	
<input type="checkbox"/> LETTER: Enrollment Verification	\$0.00	
<input type="checkbox"/> LETTER: Good Student, for insurance companies and colleges	\$5.00	
<input type="checkbox"/> LETTER: Permission to Work	\$5.00	
<input type="checkbox"/> FORMS: Social Security Verification, provided by state, verified by FCA	\$5.00	
<input type="checkbox"/> FORMS: College Dual Enrollment, forms provided by college, verified by FCA	\$5.00	
<input type="checkbox"/> COPIES: ID Card Replacement, per card	\$10.00	
<input type="checkbox"/> COPIES: Attendance & Progress Reports	\$5.00	
<input type="checkbox"/> COPIES: Student's complete file	\$25.00	
<input type="checkbox"/> RUSH FEE: 1-2 day(s) service	\$20.00	
TOTAL		\$

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