



FAMILY CHRISTIAN ACADEMY

FORM O: Graduation Ceremony Participation

1. STUDENT INFORMATION

Student First Name

Student Middle Name

Student Last Name

Student Height

Student Weight

Important Note: Height and weight are needed in order for us to send you the correct size cap and gown.

2. FAMILY INFORMATION

Mailing Address (to send cap and gown)

City

State

Zip

Father/Guardian Name

Phone

Email

Mother/Guardian Name

Phone

Email

3. GENERAL PARTICIPANT INFORMATION

Student Talent: Does the student have a talent they would like to share on graduation night? No Yes
If yes, you must send (email) a copy of the performance for approval. It must not exceed 3 minutes.

Student Photographs for Memory Movie: We require 4-5 photos of each student. The photos should represent the student as a Baby and/or toddler, elementary school age, middle school age, and current/high school or senior photo. We prefer that you send the photos to graduation@fcanow.com. If you are not able to email them you can bring them to our office or mail them.

Number of Guest: This information is essential in providing your guest with seating and programs.

Please select your approximate number of guest: < 10 10-20 >20 *If greater than 20 please list the approximate number _____*

Student Bio for Ceremony: We require a short bio about your student that will be read as they walk across the stage to receive their diploma. You can write about their accomplishments you are proud of, their plans for college, their future career plans, a special Bible verse you want them to remember, etc. The bio must be brief, 4 to 5 sentences. Please write the bio in the space below.

Parent/Guardian Signature (REQUIRED)

Date:

By signing this form you acknowledge that requests may be delayed if any information on this form is incomplete. All fees subject to change without notice. No Refunds.



FAMILY CHRISTIAN ACADEMY

FORM P: Graduation 2023 Order Form

1. STUDENT INFORMATION *(please print clearly)*

Student First Name			Student Middle Name			Student Last Name			
Mailing Address <i>(to ship your order)</i>						City		State	Zip

2. GRADUATION CEREMONY PACKAGES

Ceremony—Senior <i>(includes diploma, diploma cover, cap, gown, stole and tassel)</i>	\$275.00	
Ceremony—Kindergarten <i>(includes diploma, diploma cover, cap, gown, stole and tassel)</i>	\$125.00	
Ceremony—8th Grade <i>(includes diploma, diploma cover, cap, gown, stole and tassel)</i>	\$125.00	

3. GRADUATION ITEMS

	Each x Price	Extended Price
Ceremony Memory Movie Digital Download <i>(this is not the entire graduation ceremony, only the memory movie)</i>	___ x \$15.00	
Diploma Cover <i>(this would be in addition to the senior package if participating in the graduation ceremony)</i>	___ x \$30.00	
Diploma, Issued Early Fee <i>(final grades must be submitted)</i> Requested Graduation Date ___/___/___	___ x \$20.00	
Diploma, Official for All Current Graduates <i>(issued 6/30 and 12/30, includes 2 sealed transcripts)</i>	No Charge, 1st Copy	N/C
Honors Cords <i>(must meet honors requirements)</i>	___ x \$20.00	
Family Celebration Dinner Tickets <i>(children age 12 and under)</i>	___ x \$10.00	
Family Celebration Dinner Tickets <i>(ages 13 and older)</i>	___ x \$20.00	
Photo Package, Small <i>(Includes 2-5x7 & 4-3x5; photographer located in the lobby at graduation ceremony)</i>	___ x \$60.00	
Photo Package, Large <i>(Includes 1-8x10, 2-5x7, 4-3x5 & 8 wallet; photographer located in the lobby at graduation ceremony)</i>	___ x \$90.00	
Senior Class T-Shirt: Circle Size S M L XL 2X 3X <i>(mailed when ordered if in stock, otherwise 2 weeks)</i>	___ x \$25.00	
Senior Consultation <i>(required before diploma will be issued, call our office to schedule if needed)</i>	___ x \$50.00	
Tassel Keepsake <i>(this would be in addition to the senior package if participating in the graduation ceremony)</i>	___ x \$15.00	
Cap, Gown, Stole, Tassel, Diploma Cover <i>(not participating in FCA ceremony)</i>	___ x \$125.00	

4. FEES

Processing Fee <i>(this fee is required for all graduates, participation in ceremony or not)</i>	\$30.00	\$30.00
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5. ORDER TOTAL & PAYMENT OPTIONS *(select payment option below)*

Order Total *(add all items and enter the total amount that you owe for this order then choose payment option below)* **Enter Total Here** \$

<input type="checkbox"/> I CHOOSE TO PAY BY CREDIT CARD			<input type="checkbox"/> I CHOOSE TO PAY BY ELECTRONIC CHECK		
NAME ON CARD:			NAME ON ACCOUNT:		
AUTHORIZED SIGNATURE:			AUTHORIZED SIGNATURE:		
BILLING ZIP			BANK NAME:		
EXP DATE			TRANSIT NUMBER:		
CARD NUMBER			ACCOUNT NUMBER:		
CCV			<i>I authorize permission to automatically withdraw the total of this order from the account listed above.</i>		

I CHOOSE TO: MAIL A CHECK WITH MY ORDER FAX MY ORDER AND PAYMENT INFORMATION EMAIL MY ORDER WITH PAYMENT INFORMATION

X Parent/Guardian Signature: *(REQUIRED)* _____ Date: _____

By signing this form you acknowledge that requests may be delayed if any information on this form is incomplete. All fees subject to change without notice. No Refunds.



FAMILY CHRISTIAN ACADEMY

FORM Q: Credit Requirement Worksheet

1. STUDENT INFORMATION																																																																																																																																																																																															
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<input type="checkbox"/> APPRENTICE/ADULT EDUCATION HIGH SCHOOL DIPLOMA Student has successfully completed their requirements for FCA's Apprentice/Adult Education program.																																																																																																																																																																																															
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College Prep Path—23 Credits 3 Bible I, II, III 4 English I, II, III, IV 4 Math: Algebra I, Algebra II, Geometry, Advanced Math, Pre-Calculus, Calculus, Trigonometry 3 Science: Physical Science (w/Lab), Biology (w/Lab), Chemistry (w/Lab), Physics 3 History: World History or Geography, US History, Government, Economics 2 Foreign Language (two of the same language) 1 Physical Education ½ High School Health 1 Visual/Performing Art (music, art, drama, etc.) ½ Personal Finance 1 Computer Science (typing, web or graphic design, programming, computer repair, etc.)																																																																																																																																																																																															
General Path—23 Credits 3 Bible I, II, III 4 English I, II, III, IV 4 Math 3 Science 3 History: World History or Geography, US History, Government, Economics 1 Physical Education ½ High School Health 1 Visual/Performing Art (music, art, drama, etc.) ½ Personal Finance 1 Computer Science (typing, web or graphic design, programming, computer repair, etc.) 2 Electives																																																																																																																																																																																															
4. GRADUATION REQUIREMENTS CHECKLIST																																																																																																																																																																																															
In addition to meeting all of the credit requirements FCA must have on file copies of: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> _____ 1. All completed high school attendance and progress reports </td> <td style="width: 50%; border: none;"> _____ 4. Completed senior consultation </td> </tr> <tr> <td style="border: none;"> _____ 2. All completed high school curriculum lists </td> <td style="border: none;"> _____ 5. Completed forms (O, P, Q for ceremony) </td> </tr> <tr> <td style="border: none;"> _____ 3. Copies of any qualifying test scores </td> <td style="border: none;"> _____ 6. Completed forms (P,Q for diploma only) </td> </tr> </table>	_____ 1. All completed high school attendance and progress reports	_____ 4. Completed senior consultation	_____ 2. All completed high school curriculum lists	_____ 5. Completed forms (O, P, Q for ceremony)	_____ 3. Copies of any qualifying test scores	_____ 6. Completed forms (P,Q for diploma only)																																																																																																																																																																																									
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Parent/Guardian Signature (REQUIRED): _____	Date: _____																																																																																																																																																																																														

By signing this form you acknowledge that requests may be delayed if any information on this form is incomplete. All fees subject to change without notice. No Refunds.