

Grace Home School Association
Request for a One-Time Transcript
 Elementary and Middle School Children Only

Please do not use this form for high school transcripts.

Your Home School Name _____

Name of Student _____ Date of birth _____

Grade for this report (example - 5th) _____ grade. Promoted to (example - 6th) _____ grade

Name of parent/legal guardians _____

Address of parent / legal guardians _____

Phone number _____ Member Number _____

Use one form per student, per school year.

This report is for the school year (example – 2010/2011) _____

Subject	Final Grade

Grades K-8 - \$25.00 – 1 school year \$30.00 – 2 school years \$35.00 – 3 school years \$40.00 – 4 school years	\$45.00 – 5 school years \$50.00 – 6 school years \$55.00 – 7 school years \$60.00 – 8 or 9 school years
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Grades 7- 8 with high school credit earned- \$60 Do not use this form for high school credit. Please use the high school record form for this request, otherwise your request may take longer while we await the proper form, correctly filled out.

All requests for all school years must be submitted at one time to receive discount. If requests are received separately, the fee will be \$25.00 per transcript requested. Make sure you have submitted your attendance records for the school year indicated above.

Grades K-8, may use letter or number grades.
 Grace uses the first 2 numbers in grading (example - 98.7651 = 98). We do not round up.

Allow two weeks for processing.