

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

Please do not use this form for high school credit.

Please fill in all sections of this form. **If sections are left blank, we cannot process your request.** 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.

Use one form per student, per school year.

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. All transcripts are emailed for approval prior to being sent to a school.

Your Home School Name _____

Full Legal Name of Student _____ Date of birth _____

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

Name of parent/legal guardian _____

Address of parent / legal guardian _____

City, State, Zip _____

Phone number _____ Member Number _____

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

Grades are averaged with previous school? Yes _____ No _____

Please check which quarters these grades are 1. _____ 2. _____ 3. _____ 4. _____

Subject	Final Grade

Is this child being withdrawn from GRACE?

Yes _____ No _____

If yes, what is the withdrawal date?

Email _____

Grades K-8 - \$25.00 – 1 school year
\$5 per subsequent school year

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 official transcripts, otherwise your request may take longer while we await the proper form, correctly filled out.*

Payment Method – Cash Check Money Order

Credit/Debit – Name on Card _____ Exp. _____
Card Number _____ CVV _____

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