

*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 - 5<sup>th</sup>) \_\_\_\_\_ grade. Promoted to (example - 6<sup>th</sup>) \_\_\_\_\_ 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Is this child being withdrawn from GRACE?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 \_\_\_\_\_

Grace School Associations, 3336 W. Palmetto Street, Florence, SC 29501  
 Phone: 843-667-9777 Fax 843-667-8833 Email: contactus@gsaeducators.com