Policy for Graduating Senior Transcripts:

1. Your transcripts will not be created without all proper information requested on this form.
2. College Prep Diploma absolutely REQUIRES several subjects and it requires an ACT or SAT score.
3. Please list the courses as I have on the samples All English, All Math, All History, ALL Science and then electives.
4. Fill out the request completely including the FULL date of graduation, list COMPLETE address and make sure to complete grades for EVERY subject.
5. If you're going send a transcript to a college before graduation, please use the high school transcript request form.
6. If you need a replacement diploma there is a $30 fee, replacement transcript is $20. Please use the replacement form.

Transcript Information

List all of the courses by subject. (EX. English, Math, History, etc. See SAMPLE)
Remember to think about how a College Admissions Officer or other Public School Official would look at these. Make sure to list your subjects clearly and from a standpoint of what the Public School Officials or College Addmissions Officers is used to seeing.

Do not repeat subjects or put them in one. If a student has earned 4 bible credits, do not just put bible and 4 credits. Instead break them down into the subjects. EX. Bible I, Bible II, Old Testament, New Testament, etc.

If the student has taken two or three Auto Mechanic courses, you could list them as Basic Auto Mechanics and Intermediate Auto Mechanics, and Advanced Auto Mechanics.

U.S. History and American History should not be listed as two separate credits. This has sometimes happened when an extensive course of study was used. These should be separate some way. You could list them as American History 1860 through today; or American History and U.S. Government.

English credits – Vocabulary, grammar, literature, spelling – those are generally best combined to read English 9, English 10, English 11, English 12.

Math credits – Math 9, Math 10 are not acceptable for Math courses, they're better listed as Pre Algebra, Algebra 1, Algebra 2, Geometry, etc.

Complete your transcript request form using the sample will give you an idea of which diploma program the student has completed.

For more information on course subjects your student should be studying please visit: https://alabamachurchschool.com/DiplomaRequirements

If you have questions please reach out to us.

Alabama Church School Senior Package Request Forms

Subject	Grade	Credit	English	Math	Science	History	Elective
English 9	B	1	1				
English 10	A	1	1				
English 11	B	1	1				
English 12	A	1	1				
Government	C	1				1	
World History	A	1				1	
US History	C	1				1	
Ecnomics	A	1				1	
Current Events	A	1				1	
Pre Algebra	C	1		1			
Algebra 1	B	1		1			
Algebra 2	B	1		1			
Geometry	B	1		1			
General Science	A	1			1		
Earth Science	B	1			1		
Biology	B	1			1		
Zoology	A	1			1		1
Music	A	1					1
World Religions	A	1					1
Physical Education	A	1					1
Computer I	A	0.5					0.5
Computer II	A	0.5					0.5
Keyboarding 1	A	0.5					0.5
Blender/3D Modeling/Gaming	A	0.5					0.5
Food & Nutrition	A	0.5					0.5
Bible Old	A	0.5					0.5
Bible New	A	0.5					0.5
Drivers Ed	B	0.5					0.5
Total		24	4	4	4	5	8

Standard Diploma Requirements

_4__ English (min 4)

_4__ Math (min 4)

_4__ Science (min 4)

_4__ History (min 4)

_8__ Additional Credits (min 8)

_24__ **Total Credits (min 24)**

Academic Diploma Requirements

____ English (min 4)

____ Algebra 1 credit (req)

____ Math (3 in addition to Alg I)

____ Biology (required)

____ Science (3 in addition to Bio.)

____ U.S. History 1 credit (req)

____ World History 1 credit (req)

____ History (2 in addition to the above)

____ Additional Credits (min 10)

____ **Total Credits (min 26)**

College Prep Diploma Requirements

____ English (min 4)

____ Algebra 1 credit (req)
____ Algebra 2 credit (req)
____ Geometry credit (req)
____ Math (1 in addition to above)

____ Biology credit (req)
____ Chemistry credit ***Recommended***
____ Science (2 or 3 in addition to above; total of 4 science credits required)

____ U.S. History credit (req)
____ World History credit (req)
____ History (2 in addition to above)

____ Foreign Language ***Recommended***

____ Basic Computer Skills ***Recommended***

____ Additional Credits (min 12)

____ Act Score (Minimum 16 required)

_____ Date of Act Test

_____ **Total Credits (min 28)**

Required = (req) / Minimum = (min)

Senior Package Transcript Request Form

Course Subject Names: https://alabamachurchschool.com/DiplomaRequirements

Date of Request: _____ Graduation Date: _____

Parent/Guardian: _____

Student name: _____

Student Date of Birth: _____ Date of enrollment in ACS: _____

Address: _____

Diploma Program:

Complete worksheet Pages 3 and 4 to know your diploma program.
( ) **Standard**   ( ) **Academic**   ( ) **Advanced College Prep**

Subject	Grade	Credit	English	Math	Science	History	Elective

Subject	Grade	Credit	English	Math	Science	History	Elective

Standard Diploma Requirements

____English (min 4)

____Math (min 4)

____Science (min 4)

____History (min 4)

____Additional Credits (min 8)

____**Total Credits (min 24)**

Academic Diploma Requirements

____English (min 4)

____Algebra 1 credit (req)

____Math (3 in addition to Alg I)

____Biology (required)

____Science (3 in addition to Bio.)

____U.S. History 1 credit (req)

____World History 1 credit (req)

____History (2 in addition to the above)

____Additional Credits (min 10)

____ **Total Credits (min 26)**

College Prep Diploma Requirements

____English (min 4)

____Algebra 1 credit (req)
____Algebra 2 credit (req)
____Geometry credit (req)
____Math (1 in addition to above)

____Biology credit (req)
____Chemistry credit ***Recommended***
____Science (2 or 3 in addition to above;
     total of 4 science credits required)

____U.S. History credit (req)
____World History credit (req)
____History (2 in addition to above)

____Foreign Language ***Recommended***

____Basic Computer Skills ***Recommended***

____Additional Credits (min 12)

____Act Score (Minimum 16 required)

_____Date of Act Test

_____**Total Credits (min 28)**

Required = (req) / Minimum = (min)

Certification

I certify that the above report of credits earned is a true and correct report.

_____   _____

Parent/Guardian Signature   Date

Alabama Church School — 833 Ewell Rd — Slocomb, AL 36375 — (334)553-3444