

Alabama Church School Senior Package Request Forms

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 Admissions 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.

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SAMPLE -----SAMPLE -----SAMPLE -----SAMPLE

Subject	Grade Level	Grade	Credit	English	Math	Science	History	Elective
English 9	9th	B	1	1				
English 10	10th	A	1	1				
English 11	11th	B	1	1				
English 12	12th	A	1	1				
Government		C	1				1	
World History		A	1				1	
US History		C	1				1	
Economics		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	Academic Diploma Requirements	College Prep Diploma Requirements
4 English (min 4)	English (min 4)	English (min 4)
4 Math (min 4)	Algebra 1 credit (req)	Algebra 1 credit (req)
4 Science (min 4)	Math (3 in addition to Alg I)	Algebra 2 credit (req)
4 History (min 4)	Biology (required)	Geometry credit (req)
8 Additional Credits (min 8)	Science (3 in addition to Bio.)	Math (1 in addition to above)
24 Total Credits (min 24)	U.S. History 1 credit (req)	Biology credit (req)
	World History 1 credit (req)	Chemistry credit ***Recommended***
	History (2 in addition to the above)	Science (2 or 3 in addition to above; total of 4 science credits required)
	Additional Credits (min 10)	U.S. History credit (req)
	Total Credits (min 26)	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

This is the second step to your graduation. Send this paperwork into Alabama Church School once your student has completed all of their coursework and you have set a graduation date. Once we receive it we will put your package together and send it to you. If you require it to be rushed please include a check or money order for \$20. Otherwise please allow two weeks for delivery. We will send out tracking information once your package has been shipped.

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:

Subject	Grade Level	Grade	Credit	English	Math	Science	History	Elective

Subject	Grade Level	Grade	Credit	English	Math	Science	History	Elective

Standard Diploma Requirements	Academic Diploma Requirements	College Prep Diploma Requirements
___ English (min 4)	___ English (min 4)	___ English (min 4)
___ Math (min 4)	___ Algebra 1 credit (req)	___ Algebra 1 credit (req)
___ Science (min 4)	___ Math (3 in addition to Alg I)	___ Algebra 2 credit (req)
___ History (min 4)	___ Biology (required)	___ Geometry credit (req)
___ Additional Credits (min 8)	___ Science (3 in addition to Bio.)	___ Math (1 in addition to above)
___ Total Credits (min 24)	___ U.S. History 1 credit (req)	___ Biology credit (req)
	___ World History 1 credit (req)	___ Chemistry credit ***Recommended***
	___ History (2 in addition to the above)	___ Science (2 or 3 in addition to above; total of 4 science credits required)
	___ Additional Credits (min 10)	___ U.S. History credit (req)
	___ Total Credits (min 26)	___ 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