

# Diploma Request and Evaluation Procedure

Congratulations on your student's completion of High School. We are blessed to have been a part of supporting you in home education

In order for FCA East to be able to complete the process of issuing a diploma for your student the following steps are to be completed. Your diploma request form is included in this information.

## To request a diploma:

1. Complete and mail the diploma request form found in the Graduation Package.
2. Fill out and include the Transcript Worksheet form, found on pg. 35 of the registration packet, to show completed subjects and credits for each high school year. (You will find the required courses and credits for TN on pg. 14)

## The evaluation process:

1. We will evaluate your Transcript Worksheet for completed courses/credits.
2. Accurate and complete Transcript Worksheets will allow us to evaluate your students file promptly.

## Evaluation Fees:

1. Re-evaluation or additional evaluations are \$15 each.
2. The first High School diploma evaluation is included in your enrollment fees. Transcript Worksheets which are not complete will be mailed back to you highlighted which courses/credits are missing. Once you have completed the worksheet return it to us with the \$15 re-evaluation fee. Re-evaluations will not be completed without payment.

## Re-Evaluation Process:

### Incomplete Transcript Worksheet procedure:

1. Incomplete and inaccurate Transcript Worksheets will be returned to you for completion.
2. Correct incomplete or missing required courses and/or credits.
3. Mail the Transcript Worksheet back to us with the additional evaluation fee of \$15. (See below for evaluation fees information.)

## Issuing the Diploma:

In order to issue a diploma for your student, the file must contain the following:

1. All required courses and credits
2. All required documentation: Birth Cert., Immunization Records, 9th-12th Progress and Attendance Reports, 9th-12th Curriculum lists, and all achievement tests taken
3. Please allow 2-3 weeks for evaluation.
4. Diploma's are issued December 15, Jan 30 or June 15, Jul 30 (Printed in bulk by computer run).
5. Other dates by special request and \$15.00 fee.

## Types Of Diploma:

### FCA Diploma:

1. Meet basic credit requirements plus 2 Stanford Achievement Tests with a stanine of 4 or higher or...
2. Meet basic credit requirements plus a college entrance SAT of 500 verbal/500 math or higher or...
3. Meet basic credit requirements plus a college entrance ACT of 21 or higher

### Parent Directed Diploma:

1. Meet basic credit requirements plus SAT scores with a stanine of 3 or below or...
2. Meet basic credit requirements plus college SAT of less than 500 on either verbal or math
3. Meet basic credit requirements plus ACT of 20 or below
4. Special Education Students

