

# Request Form

To be used with future written requests

## Family Christian Academy East

ARK Center/Knoxville  
124 E. Inskip Dr. • Knoxville, TN 37912 • Fax(865) 689-1213

Call me for pickup

Mail to my address

Mail to College(s)

### Student Information *(Please allow 10 business days to process your request)*

Parent/Guardian Name	Student Name	Student ID#	Date of Birth
Address		City, State, ZIP	
Home Phone	Cell/Work Phone	Email	

### Request Type *(Mark documents needed and submit with proper fees)*

### Fee

<input type="checkbox"/> Copies: Attendance & Progress Reports	\$0.50
<input type="checkbox"/> Copies: Complete File	\$15.00
<input type="checkbox"/> Diploma: First Copy	Free
<input type="checkbox"/> Diploma: Duplicate	\$15.00
<input type="checkbox"/> ID Cards: Replacement Copies	\$9.00 Each
<input type="checkbox"/> Letter: Enrollment Verification Letter	Free
<input type="checkbox"/> Letter: Permission to Work Letter	Free
<input type="checkbox"/> License: Driver's Form (SF1010) 1st Request	Free
<input type="checkbox"/> License: Driver's Form (SF1010) 2nd Request	\$9.00
<input type="checkbox"/> Transcript: First Official Copy	Free
<input type="checkbox"/> Transcript: Additional Copy	\$9.00

Name of College (for transcript requests only)	Address	City, State, ZIP
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*Requests cannot be filled if any information is left incomplete. No refunds will be issued for completed requests.*

Parent/Guardian Signature

Date