

DAYSPRING ACADEMY SENIOR TRANSCRIPT REQUEST

Transcript/Diploma Fees

1. Senior Package Fees: \$100. **All Senior package requests/fees are due by November 30th of the graduating school term.** (for example: If your child will be graduating in 2026, this form will need to be submitted by November 30, 2025.)
2. Senior Packages will be mailed within two weeks of receipt of Transcript Request Form.

Summer Break

Please stay up to date with DSA Discord server announcements. We announce when admin will be on summer breaks on the server. If Transcripts Request forms are received during our break, or if waiting for check to clear delays completion, the transcript will not be sent out until after our summer break. Please do not expect a transcript during the summer break.

Other Information

Transcripts will not be prepared without the information requested on these forms. If the fee is not included, and any previous fees incurred have not been paid, transcripts will not be mailed out.

Checks will need to clear first, so send a money order for faster service. You can also use PAYPAL and send to transcripts@dsacademy.org . **Please include 3.5% Service Fee for all PayPal payments.**

Graduating Senior Transcript Policies

1. The School is closed the months of June and July for summer break. Please do not expect a transcript during the summer break.
2. Transcripts will not be prepared without ALL the information requested on this form.
3. **There is a \$25 fee for each year between graduation and requesting a diploma & transcript.**
4. College Prep Diploma **REQUIRES** several subjects plus an **ACT or SAT** score.
5. Please list courses in order as shown: All English, All History, All Science and All Math and then electives.
6. Fill out request **COMPLETELY** or forms will be returned and incur a fee. This means FULL date of graduation, COMPLETE address, complete grades for EVERY subject.
7. If you need to send a transcript to a college before a student has graduated, please use the high school transcript request form, not this one.
8. The fee for a replacement diploma is \$20, replacement transcript \$10. Please use the replacement form request.

Transcripts Info

Transcript Considerations

In general, list the courses by subject matter, ie English then Math then History...see example.

Please try to remember how a college admissions officer or other public-school official would view these. Make your subject listing clear and feasible from the standpoint of what the public school official (or college admissions officer) is accustomed to seeing and needs for evaluation for public school placement or college.

Avoid "double listing" of subjects. Extensive courses of study *can* be more than one credit but the subject listing should not contain the same subject name twice. Some examples:

If the student earned four Bible credits, do not list each one as "Bible," but differentiate them in some way, i.e. Bible I, Bible II, Bible III or Old Testament Study, New Testament Study, Study of the Prophets.

For two Auto Mechanics courses, use some type of classification, i.e. Basic 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 differentiated in some way, i.e., American History through 1860, and American History 1860 through today; or American History and U.S. Government.

English credits -- vocabulary, grammar, literature, spelling -- are generally best combined to read English 9, English 10, English 11, English 12.

Math credits -- these must be described according to course content and the general description "Math" or "Math 9th grade" is not acceptable on a high school level.

Completing per the sample will allow you to tell at a glance which diploma program the student has completed.

Remember, these are *guidelines*, not hard and fast rules. If you have questions, please email us.

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

| Subject | Class/Course Title | Grade | Credit | | Total |
|------------------|-----------------------|-------|--------|--|-------------|
| ENGLISH | English 9 | B | 1 | | 4 |
| | English 10 | A | 1 | | |
| | English 11 | B | 1 | | |
| | English 12 | A | 1 | | |
| HISTORY | U.S. History I | A | 1 | | 4.5 |
| | U.S. History II | B | 1 | | |
| | Ancient Civilizations | A | 1 | | |
| | U.S. Government | A | .5 | | |
| | World History | A | 1 | | |
| SCIENCE | Biology | A | 1 | | 4 |
| | Physical Science | B | 1 | | |
| | Agri-Science | B | 1 | | |
| | Chemistry | B | 1 | | |
| MATH | Pre-Algebra | A | 1 | | 4 |
| | Algebra I | B | 1 | | |
| | Algebra II | B | 1 | | |
| | Consumer Math | A | 1 | | |
| ELECTIVES | Wilderness Survival | A | .5 | | 8 |
| | Music / Piano I | A | 1 | | |
| | Physical Education I | B | .5 | | |
| | Photography | A | 1 | | |
| | Bible I | A | .5 | | |
| | Art History | A | 1 | | |
| | Health | A | .5 | | |
| | Art | B | 1 | | |
| TOTAL | | | | | 24.5 |

| Standard Diploma Requirements | Academic Diploma Requirements | College Prep Diploma Requirements |
|--|--|---|
| <u> </u> English (minimum 3) <u> </u> Math (minimum 3) <u> </u> Science (minimum 3) <u> </u> History (minimum 3) <u> </u> Additional Credits <u> </u> TOTAL CREDITS (minimum 22) | <u> 4 </u> English (minimum 4) <u> 1 </u> Algebra 1 credit (required) <u> 3 </u> Math (3 in addition to Alg I) <u> 1 </u> Biology credit (required) <u> 3 </u> Science (3 in addition to Bio.) <u> 1 </u> U.S. History credit (required) <u> 1 </u> World History credit (required) <u> 2.5 </u> History (2 in addition to above) <u> 8 </u> Additional Credits <u> 24.5 </u> TOTAL CREDITS (minimum 24) | <u> </u> English (minimum 4) <u> </u> Algebra 1 credit (required) <u> </u> Algebra 2 credit (required) <u> </u> Geometry credit (required) <u> </u> Math (1 in addition to above) <u> </u> Biology credit (required) <u> </u> Chemistry credit (highly recommended) <u> </u> Science (2 or 3 in addition to above; total of 4 science credits required.) <u> </u> U.S. History credit (required) <u> </u> World History credit (required) <u> </u> History (2 in addition to above) <u> </u> Foreign Language (highly recommended) <u> </u> Basic Computer Skills (highly recommended) <u> </u> Additional Credits <u> </u> Act Score (minimum 16 required) <u> </u> Date of Act Test <u> </u> TOTAL CREDITS (minimum 26) |

DAYSPRING ACADEMY SENIOR TRANSCRIPT REQUEST

Senior Package Request

This is the first step for graduation. Send in this page filled out w/appropriate fee(s) by November 30 of the graduating school term (i.e. if your student will be graduating in 2026, this will need to be sent in by Nov 30, 2025. There is a \$25 late fee after Nov. 30th. This allows us time to have the covers available for the graduating year.)

Senior Packages are required of all graduating students. Payment is due by November 30th of the Graduating School term.

Senior Package is \$100 and includes: Padded Diploma Cover embossed with school name, 1 Standard Diploma, 1 certified transcript, and 2 certified & sealed transcripts.

_____ Total Fee () PayPal dayspringacademy1996@gmail.com
() Money Order () check
() **\$100-Senior Package Fee**
() **\$25 – After Nov. 30th**
() 3.5% Service Fee when using Paypal

Date: _____

Parent/Legal Guardian: _____

Student Name: _____
** Please list student name as it will appear on Diploma.

Student DOB: _____ Date of enrollment with DSA: _____

Address: _____

Phone: _____ email: _____

Expected date of graduation: _____

DAYSPRING ACADEMY SENIOR TRANSCRIPT REQUEST

Senior Package Transcript

This is the second step for graduation. Send this paperwork to me once the student has completed all coursework and you have set the graduation date. Once received, I can put together the Package and send it to you within 2 weeks of receiving.

Date of Request: _____ Graduation Date: _____

Parent/Legal Guardian: _____

Student Name: _____

Student DOB: _____ Email: _____

Address: _____

Diploma Program

(complete worksheet, page 2):

() Standard

() Academic

() Advanced College Prep

| Subject | Class/Course Title | Grade | Credit | | Total |
|---------|--------------------|-------|--------|--|-------|
| ENGLISH | | | | | |
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DAYSPRING ACADEMY SENIOR TRANSCRIPT REQUEST

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| ELECTIVES | | | | |
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| TOTAL | | | | |

| Standard Diploma Requirements | Academic Diploma Requirements | College Prep Diploma Requirements |
|--|---|--|
| _____ English (minimum 3) _____ Math (minimum 3) _____ Science (minimum 3) _____ History (minimum 3) _____ Additional Credits _____ TOTAL (minimum 22) | _____ English (minimum 4) _____ Algebra 1 credit (required) _____ Math (3 in addition to Alg I) _____ Biology credit (required) _____ Science (3 in addition to Bio.) _____ U.S. History credit (required) _____ World History credit (required) _____ History (2 in addition to above) _____ Basic Computer Skills (highly recommended) _____ Additional Credits _____ TOTAL (minimum 24) | _____ English (minimum 4) _____ Algebra 1 credit (required) _____ Algebra 2 credit (required) _____ Geometry credit (required) _____ Math (1 in addition to above) _____ Biology credit (required) _____ Chemistry credit (highly recommended) _____ Science (2 or 3 in addition to above; total of 4 science credits required.) _____ U.S. History credit (required) _____ World History credit (required) _____ Government (required) _____ Economics (required) _____ Foreign Language (highly recommended) _____ Basic Computer Skills (required) _____ Additional Credits _____ ACT Score (minimum 16 required) _____ Date of ACT Test _____ TOTAL CREDITS (minimum 26) |

Certification

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

Parent/Guardian Signature: _____

Date: _____