

School Transcript (This transcript is for grades K5 - 8th grade)

Student		Street Address	
Date of Birth		City/State/Zip	
Guardian Name		Phone	

Please only include grades earned while at Everest Academy. Number grade preferred (Ex. 98) **One school year per column.** There is enough room for two years worth of grades on this form.

Grade Level ____ Days attended ____	Grade	Grade Level ____ Days attended ____	Grade
English Language Arts (This is generally a cumulative score including Spelling, Phonics, Reading, Literature, Vocabulary, and English)		English Language Arts (This is generally a cumulative score including Spelling, Phonics, Reading, Literature, Vocabulary, and English)	
Math__Pre-Algebra__		Math__Pre-Algebra__	
History__Social Studies__Geography____ (mark the correct one)		History__Social Studies__Geography____ (mark the correct one)	
Science		Science	
Physical Education		Physical Education	
List any other subjects below:		List any other subjects below:	

Extracurricular Activities & Honors	Grading Scale:
Please note: Do not list individual classes that make up the above grades. For instance, if your child took McWane Science Classes, that would be part of the Science grade listed above.	A 90 - 100
	B 80 - 89
	C 70 - 79
	D 60 - 69
	F Below 60

I certify that the above information is true to the best of my knowledge.

Guardian Signature

Date

Purpose for transcript: Withdrawing from Everest ____ Other: ____ Please explain:	Where do you want the transcript sent:
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(Please note that if you are withdrawing, a withdrawal form must be signed before the transcript will be generated. If you have not already submitted it, you can find that form on the Everest Academy website.)

ABOUT THE FORM:

- This form is not an electronic form. You will either need to copy and paste it into a document to fill it out on your computer or print it out to fill it out by hand.
- Please use the form provided for requesting a transcript. It takes me twice as long to generate a transcript if you decide to use your own format. You may have all of the same info on the form, but I have to locate it. If you decide to send in your own format, please double the fees as it takes me twice the effort.
- Don't forget to supply the grade level.
- Grades are done by year and not by semester. There is enough space on each form to do two year's worth of grades.
- Important Note: Please keep a copy of your finished transcript on file. Everest will keep a copy on file for a duration of three years from the date of issue.
- The completed transcript will be emailed to the email address on file unless you note a different preferred email address. If you want the completed transcript mailed, please provide a self-addressed stamped envelope with this form. (If you are sending a large manila envelope, adhere 3 stamps). If you need a copy faxed, emailed, or mailed to a college or other school, please provide the correct and complete information written on this form. Please do not send a separate email with instructions.

SUBMITTING FORM:

- You can email the form to everestacademy1@gmail.com
- You can fax the form to 1-866-858-5775
- You can either send it to us digitally from your computer, print it and scan or even take a picture with your phone - as long as it is legible, that is fine.
- PLEASE DO NOT MAIL

Payment Due:

Fee is per student

_____ \$25 if providing a *two-week notice. This means you are giving me two weeks from the time I receive the transcript to generate it and send it to you.

_____ \$50 if not providing a *two-week notice

This means you are giving me two weeks from the time I receive the transcript to generate it and send it to you.

Options for Payment:

No personal checks accepted

You can use the "Buy Now" button on the front page at www.alabamahomeschooling.com or one of the following options.

Credit card, debit card, or [Paypal](https://www.paypal.com) at www.paypal.com. Our Paypal account address is (everestacademy1@gmail.com) and the amount.