

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 for completed courses/credits.
2. Accurate and complete Attendance Reports will allow us to evaluate your students file promptly.

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 substitute a college entrance SAT of 500 verbal/500 math or higher for one school year testing or...
3. Meet basic credit requirements plus substitute a college entrance ACT of 21 or higher for one school year testing

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 two ACT of 20 or below
 4. Special Education Students
- * All high school students must test each grade 9-12. Students may substitute one year's testing with either college SAT or ACT.

Consultations:

Consultations are required for all graduates. Consultations must be completed prior to requesting a diploma. Students who have had a consultation any grade 9-12 will meet this requirement. The fee for a consultation is \$40.00.

