

When requesting our school forms...

The form on the following page lists the items you can request from our records office. Please note that some items include fees. You may deliver this form, mail it, or fax it. You can also use our online form at www.aaronacademy.com.

Please do not wait until the last day to submit requests, especially those that need to be mailed.

Please allow for 3 to 5 business days to process your requests.

A Diplomas: (See opposite page.)

If your senior student is participating in a graduation ceremony other than our school's, you will need to order your diploma early. There is a \$30 fee.

We do not keep copies of high school diplomas. Any replacements need to be requested and re-printed. There is a \$30 fee.

Please allow two weeks to have your diploma printed and mailed.

B Student's Driver's Permit form: (See opposite page.)

When requesting a Student Driver's permit form (SF1010) for a current student member, we require that a copy of their **Birth Certificate, Social Security Number, a Curriculum form** and all **Semester Reports** be current and on file before it can be issued.

The first copy is free and valid for 30 days. Additional copies are \$10 each.

Please allow for 3 to 5 business days to process.

C Letters and other forms: (See opposite page.)

Permission to Work letters for current student members are available upon request at no charge. Please include the following information: name of representative or manager, place of employment, address, city, state, and zip code.

Social Security Verification: Our office can help complete the school's section for Social Security Verification. The student must be enrolled in the current school year and have their curriculum list and semester reports up to date. The fee is \$15.

Copies of current transcripts for **insurance company** discounts require an official, sealed transcript. The fee is \$15.

REQUEST FOR SCHOOL FORMS

[This is NOT part of the enrollment forms. This is a Request Form for those items shown below.]

**Please plan ahead: our Records Office needs time to review and process these requests.
Allow for 3 to 5 business days to have your requests completed.
Please note that in some cases a fee is required (due with submission).**

▶ **Student:** _____
Student's Full Name Date of Birth

▶ **Address:** _____
Is this a new address since time of enrollment? No Yes

City State Zip Phone

	DOCUMENT / SERVICE REQUESTED:	COST	SUB-TOTAL
A	<input type="checkbox"/> High School Diploma (when all graduation requirements are met)	\$ No Charge	_____
	<input type="checkbox"/> High School Diploma (when requested for other graduation ceremonies) . . .	\$ 30.00	_____
	<input type="checkbox"/> Diploma Duplicate (replacement copy, 2 week processing)	\$ 30.00	_____
	<input type="checkbox"/> Diploma with Diploma Cover (includes shipping, 2 week processing) . . .	\$ 60.00	_____
	<hr/>		
	<input type="checkbox"/> Transcript (Unofficial): first request for current high school students only . . .	\$ No Charge	_____
	<input type="checkbox"/> Transcript (Official): for current and previous students (K thru 12th grade) . .	\$ 15.00	_____
B	<hr/>		
	<input type="checkbox"/> Student's Drivers Permit Form (copy of Birth Certificate required)	\$ No Charge	_____
	<input type="checkbox"/> Student's Drivers Permit Form (for additional requests)	\$ 10.00	_____
	<hr/>		
	<input type="checkbox"/> Copies: Semester Reports (including test scores, ACT, etc.)	\$ 15.00	_____
	<input type="checkbox"/> Copies: Student's File	\$ 30.00	_____
C	<hr/>		
	<input type="checkbox"/> Enrollment Verification Letter	\$ No Charge	_____
	<input type="checkbox"/> Permission to Work Letter	\$ No Charge	_____
	<input type="checkbox"/> College Dual Enrollment (forms provided by college, signed by us)	\$ No Charge	_____
	<input type="checkbox"/> School ID Card Replacement (per family)	\$ 10.00	_____
	<input type="checkbox"/> Social Security Verification (forms provided by the State office)	\$ 15.00	_____
	<input type="checkbox"/> Student-In-Good-Status Transcript (for Insurance company)	\$ 15.00	_____
<input type="checkbox"/> Sports Participation Letter (with submitted curriculum list)	\$ 15.00	_____	

Call when ready to pick-up.

Please mail to this address: _____
Name of Person or College

Please mail to this College: _____
Address

City State Zip

Debit/Credit Card: _____ Cardholder's Name: _____

Card Number: _____ Expiration Date: _____ Security Code: _____

\$

▶ **Parent / Guardian's Signature** _____ **Date** _____

▶ **Send to: Aaron Academy, P.O. Box 1687, Gallatin, TN 37066 OR Fax (615) 452-7700**

Total Amount Included