

## IMPORTANT!

When enrolling in Accredited Program take to previous school of enrollment

## TRANSCRIPT REQUEST FOR ACADEMIC RECORDS

To Whom It May Concern:

I have applied for enrollment in Abeka Academy homeschooling program.

Please send a copy of my official transcript to Abeka Academy as soon as possible. Please do not send the cumulative file.

For high school, the official transcript is vital in determining the plan of study that I will need to follow. Please include exact titles of subjects taken and the number of credits received for each one. If the letter grades are not listed, please include a grading scale.

Thank you for your prompt attention to this request.

Abeka Academy contact information:

Fax: 1-800-874-3593

Phone: 1-877-223-5226

International Fax: 850-478-8558

International Phone: 850-478-8933

E-mail: ABATranscripts@abeka.com

Address:

Attention: Transcript Department

P.O. Box 17600

Pensacola, FL, 32522-7750

U.S.A.

\_\_\_\_\_  
Parent Signature (student signature if over 18)

\_\_\_\_\_  
Date

Attach personal information below to transcript being sent to Abeka Academy.

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### To be completed by Student or Parent

Abeka Account No. \_\_\_\_\_ ABA Student ID No. \_\_\_\_\_

\_\_\_\_\_  
Name (Last/First/Middle)

\_\_\_\_\_  
Birth (Mo./Day/Yr.)

\_\_\_\_\_  
Last Attended (Term/Yr.)

\_\_\_\_\_  
Address (Street/City/Zip)

(This form may be photocopied.)