



Transcript Request

Please read the following directions:

1. Transcript request forms are available in the main office and at the school website.
2. Signed requests can be submitted to school in person, by fax, or via e-mail.
 - administration@azacademy.org
 - Fax 602-453-3222
 - Office hours 9:00 Am to 2:00 Pm
3. Requests will be processed within 24 hours during school days, and within three days during holidays and summer vacations.
4. Official transcripts may be mailed by registered mail directly from ACA to Colleges/Universities/Scholarships/Schools.
5. Guidance counseling conferences are available for parents and/ or students up on request.



Transcript Request Form

Date: _____

Please release an Unofficial /Official (please circle one) transcript for:

_____ DOB _____ for

the purpose of _____

- I would like to schedule a parent conference for transcript explanation and guidance counseling.
- I voluntarily give up the privilege to have a conference session for transcript explanation and I accept the transcript as is.

Parent's Name: _____ Signature: _____

Parent contact Info: _____

Please mail the transcript to:

_____ Attention

_____ City, State, Zip

For Office Use

Date of the request: _____

Date of conference if desired: _____

Date to be mailed: _____

Transcript is prepared by : _____

Received by the Manager/designated personnel for mailing: _____

Date: _____



High School GPA and Credits

For transcript purposes, Grades 9-12 will be considered as High School.

A. Credits:

- Honors Courses (English, Math, Science, Social Studies) are on a 5.0 scale.
- Regular Courses (all other subjects) are on a 4.0 scale.
- Credit for the course is awarded if the student scores above 60% for the total annual grade.
- If a student scores an F in a non-core subject, s/he will be given the chance to retest and pass it.
- The total number of credits is 7 per year; a total of 28 are required for graduation.
- Semester Credit is awarded according to the following guidelines:

1 Period/Week	2 Periods/Week	3 Periods/Week	4 Periods/Week	5 Periods/Week
0.1	0.2	0.3	0.4	0.5

A. Cumulative GPA:

The GPA (up to two decimals) is calculated as follows:

- Honors courses: A=5, B=4, C=3, D=2, F=1
- Regular courses: A=4, B=3, C=2, D=1, F=0
- The GPA is updated every semester
- The assigned numbers are then multiplied by a fixed coefficient that takes into account both their time-weight and Honors weight.

Graduation Requirements

Subject	Credits
English	4
Islamic Studies	2
Social Studies	4
Qur'an	2
Mathematics	4
Physical Education	2
Science	4
Arabic	4
Art	1

Students transferring to ACA from other schools in High school may meet the graduation requirements with different subject combinations. All transcripts and subjects need Administrative clearance and a written permission of acceptance. Credit Recovery options will be accepted from accredited institutions. ACA reserves the right to hold any student's diploma until tuition and/ or other financial commitments are met.