

Filing Form

(Please send this in as early as summer before ninth grade. Your evaluator cannot prepare your PHAA transcript until you join.)

I have decided to join PHAA and open a file for my student at this time. I understand that, until my student graduates, I will be a member and will receive a free subscription to the high school student newsletter. Enclosed are the following:

___ If the student attended a school between 9th and 12th grades, I have asked the school to send you his or her transcript.

___ Copies of evaluation letters for each year of high school at home so far.

___ \$45 filing fee made payable to PHAA. Fee doubled if postmarked in July (following graduation).
Filing Forms are not accepted in August or after (following graduation).

Mail this form to:
PHAA
105 Richman LN
Kittanning PA 16201

I understand that you will send an embossed copy of this transcript (with evaluation letters attached) to a prospective college or employer if you receive a request to do so signed by myself or my student and accompanied by a \$5 transcript fee.

Student's Name: _____ Signature: _____

Supervisor's Name: _____ Signature: _____

Street Address: _____ E-Mail: _____

Town, Zip: _____ Phone: _____

Current Grade Level: 9 10 11 12 (circle). Today's Date: _____ Expected Graduation Year: _____

Diploma Request Form

(Send in this form after student completes all work and by June 30 of graduation year.)

Student's Name: _____ (as it will appear on diploma)

PA School District of Residence _____ (during senior year)

Enclosed are:

___ PHAA transcript properly signed by me (the supervisor) both at the bottom and also for each year of home education and also signed by a PHAA evaluator for each year of home education. If the student attended a school between 9th and 12th grades I have previously asked the school to send you his or her transcript.

___ Copies of evaluation letters (that I have not previously sent in) for each year of high school home education.

___ Graduation checklist.

___ \$55 diploma fee made payable to PHAA which covers the cost of the diploma and its cover. Fee doubled if postmarked in August (following graduation). Diploma Request Forms are not accepted in September or after (following graduation).

Check one of the following:

___ We are in a ceremony on _____, please send diploma in time.

___ Please bring the diploma to a PHAA graduation ceremony: Western, Central.

___ Please send the diploma to our home address after the PHAA graduation ceremonies..

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Compliance Verification:

The student has just completed his or her senior year in a Pennsylvania home education program. I verify that I have not received notice that a review for non-compliance for his or her home education program by the district of residence has been filed or that a due process hearing is pending (as provided by the PA Home Education Law), and that I will notify PHAA immediately if such contact occurs. I understand that PHAA cannot issue or honor a diploma for any student whose educational program is under review or pending a hearing for non-compliance until such time as the review is completed and the superintendent or hearing officer has determined that appropriate education has occurred.

Supervisor's Signature _____ Date _____