

# PHAA *Mail-in* Filing Form

Alternatively, [click here](#) for the *Online Filing Form* to pay the fee by PayPal or Credit Card to get the PHAA Student Number needed for voting privileges, passwords, transcripts and graduation

I am the Supervisor of a Home Education Program in Pennsylvania, and 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 PHAA member with voting privileges, my evaluator will be able to put together my student's transcript, and I will be notified by email and given the password whenever a new issue of *The Excelsior*, PHAA's quarterly online student newsletter, is published.

## Enclosed are the following:

- \_\_\_ If the student attended a school between 9th and 12th grades, I have asked the school to send to PHAA official sealed copies his or her transcript.
- \_\_\_ Copies of evaluation letters for each year of high school at home so far, if any.
- \_\_\_ \$45 filing fee made payable to PHAA. Fee doubled if postmarked in July (after the student graduated). Filing Forms are not accepted in August or after (after the student graduated; our students graduate in June or before).

I understand that PHAA will send an embossed copy of this transcript (with evaluation letters attached) to a prospective college or employer if PHAA receive a request to do so signed by myself or my student and accompanied by a transcript fee or if either I or my student pays for such a request in the PHAA online store.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student Email: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Town, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Mail to:** PHAA  
c/o Rachel Hill, Executive Assistant  
316 Farrar LN  
Saltsburg PA 15681

Parent supervisors will receive a letter back from PHAA after submission of this Filing Form, giving their child's student number. Provide the student number to your evaluator so that he or she can fill out the online transcript form.

This is a one-time fee-- the next form needed to be filed is the **Diploma Request Form and Graduation Checklist**, in the late spring of the senior year, when all is ready for graduation.