

## School Services

Records: Trinity Christian Academy will keep student records, including but not limited to: transfers, transcripts, attendance reports, grade average reports, and achievement test scores. All records are confidential and require a written request and parent approval for review.

Transcripts: Transcripts will be provided for high school students only.

ID Cards: The student and primary teacher will receive a Trinity Christian Academy ID card.

Diploma: Students who meet all of Trinity Christian Academy's graduation requirements will receive a high school diploma. Graduation ceremonies will be held at the end of each school year for students who will be participating.

Office Hours: Individual counseling is available by appointment.