

# Palmetto Homeschool Association, Inc.

## Instructions for Ordering A Diploma

**Deadline: February 28**

**PHA offers a diploma bearing PHA's official seal. The standards required to obtain this diploma are based on the identical standards mandated for all South Carolina public high schools by the Commission on Higher Education and the SC Dept.of Education.**

**To request a diploma, complete the following documents found in your membership handbook you receive once your membership is approved for the current academic year.**

- 1) Complete **Diploma Order Form**  
*(PHA transcript members may omit steps #2-6)*
- 2) Complete **Diploma Worksheet**. (Student must have earned at least 24 credits (using the S.C. State High School Requirements as a guideline) and be a member of PHA in good standing.
- 3) Send PHA: a Course History, Courses In Progress, and once courses are completed, a Final Grade Report form. Make copies of blank forms as needed.
- 4) If any courses were completed in a private or public school setting, remit to PHA a ***Request for Records*** form for each school attended.
- 5) If any courses were completed in college, submit a **grade report** from the college.
- 6) **Diploma will be issued after authorization of student member credentials. Authorization based on careful review of student transcript and course information.. PHA reserves the right to refuse to authorize member credentials that do not meet association standards.**
- 7) Include \$25 check or money order payable to: PHA