



Koinonia Academy

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Plainfield, NJ 07060

Phone: (908) 668-9002

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www.koinoniaacademy.org

TRANSCRIPT PROCESS

- 1) Complete a Transcript Request form for each college or scholarship to which you are applying. This form can be found on the KA website or can be obtained from the school office.
- 2) Submit each completed Transcript Request form to the KA office along with a stamped and addressed envelope (one envelope for each Transcript Request form).
- 3) It is the responsibility of the student to:
 - a. Personally ask each teacher listed on the Transcript Request form for a letter of recommendation and let them know the date that the recommendation letter is due.
 - b. Follow up on his/her application to ensure that the KA information has been received by the school/scholarship.