

# All American Newsletter

[www.americanschool.org](http://www.americanschool.org)

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## American School Celebrates 118th Birthday

American School celebrated its 118th birthday on December 17. On that date in 1897, American School received a charter from the state of Massachusetts to operate as an "educational institution not for profit." That charter still guides us 118 years later, but not even our great founder, the legendary R.T. Miller, could have envisioned what his school would one day become.

We started as a study-by-mail program offering courses such as Electrical Engineering, Machine Shop Practice and Mechanical Drafting primarily to people with jobs who wished to study at home to advance their careers. After five years in Massachusetts, we moved to Chicago in 1902 at the invitation of the Armour Institute, and Chicagoland has been our home ever since. With the move, our curriculum expanded to include courses in law, commerce, fire insurance and high school completion. We exhibited at the 1904 World's Fair in St. Louis and soon had students in more than 40 countries around the world.



In 1907, we moved to our own headquarters in the Hyde Park neighborhood of Chicago, a historic landmark which still stands to this very day. A key moment came in 1922 when a principal from Benton Harbor, Michigan, approached us and asked if students at his school could take our courses to make up credits. That idea was the seed for our Independent Study Program which today serves thousands of high schools across the country. As American School continued to grow, we offered our own diplomas and our first post-secondary scholarship in 1938. Our materials were used to help train soldiers in World War 2, and in the 1970s we became the first home study high school to earn accreditation by a regional accrediting body.

Today we are accredited by three such groups and offer accredited high school courses and diplomas in paper-based and online formats. We also have our blog and our social media pages as additional ways we communicate with students and stakeholders online. What does the future hold? We plan to continue to evolve as a leader in distance education, adding more courses and services to benefit our students. As an "educational institution not for profit" we've put our students' needs first for the last 118 years and we always will.

Thank you for choosing us and for helping us celebrate our 118th birthday!



## Reminder About Requesting Transcripts and Duplicate Diplomas

One of the most common questions we receive is how students can order transcripts and duplicate diplomas. We'll answer the second one first. At this time, we do not issue duplicate diplomas unless circumstances are deemed extraordinary. It is your responsibility to keep your diploma in a safe place. As far as transcripts go, a transcript release form is available on our FAQ page. Please follow the instructions on it and we will be happy to send a transcript to you or the school of your choice. The first transcript you request is free, and additional transcripts cost \$5 each. Soon we will add more information about requesting transcripts to our FAQ page. Thank you for your cooperation, and remember to use the FAQ page often since it contains answers to most of the questions frequently asked by our students, including how to transfer work from other high schools and how to receive credit for work done as a homeschooler.

## Want to E-Mail Us? Keep These Things in Mind

We are always happy to receive e-mails from students, but please keep these things in mind as you write to us. First, you can find departmental e-mail addresses in the Online Student Center. Try to write to the department which best fits your needs, but don't worry if you do not. E-mails eventually will be sent to the appropriate department. What's more important is that you include your name and student number in every e-mail you send us. There may be several students with your same first and/or last name, but your student number is unique to you, so that's why we ask that you include it in every e-mail you send us. We also ask that you be as specific as possible when you write us. Telling us exactly what you want will help us give you faster service. Finally, it is our policy that we reply to all e-mails within one or two business days. We do our best to adhere to this policy even during busier times of the year. Thank you for allowing us to serve you. We are very happy to have you as our student!

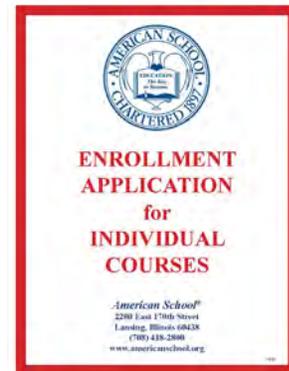
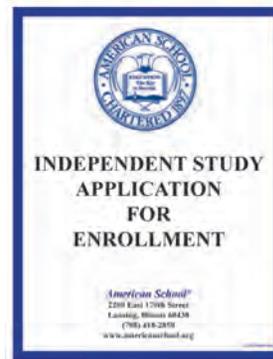
## Help Keep Our Social Media Pages Safe for All

We are grateful to have so many likes and followers on our Facebook and Twitter pages, but we expect people who like and follow us to adhere to certain guidelines. As stated on our Facebook page, "We reserve the right to remove posts if deemed to be offensive material, harassments or advertisements. We also reserve the right to permanently ban users who post such material." This policy is in place to ensure the safety of all those who visit our social media pages. In accordance with American School's honor system, we prohibit sharing answers on our social media pages as well. In fact, we ask that you do not discuss any personal information about yourself on our social media pages. There is contact information on our social media pages that you can use to send your account question directly to us, and we will reply promptly. Finally, while we are indeed grateful to have so many likes and followers, we like to remind people from time to time just who they are liking and following. We are American School located in Lansing, Illinois, a leader in distance education since 1897, and we are proud to offer the accredited high school courses you need at a cost you can afford. We do not represent the entire American schooling or American education system, nor do we assist with acquiring visas for those who live in foreign countries and may wish to come to the United States to study. Again, we reserve the right to remove and/or ban such users who we believe like us solely for those purposes. Thank you for your cooperation in allowing us to use our social media sites effectively and keep them safe for our students.



## New Year Brings New Enrollment Applications

It's a new year and we have new applications for our Independent Study Program and for individual subjects taken for enrichment purposes. We didn't add any new courses or change prices this time, but we do update these applications twice a year. Go to our enrollment page at [www.americanschool.org/enroll](http://www.americanschool.org/enroll) and read them carefully before enrolling. If you have old applications in your possession, please discard them immediately. We are only accepting the applications posted on our web site at this time. Thank you for your cooperation, and we look forward to having you as our student in 2016.



## Online Diploma Program Reinstatement and Extension Form Available

Students in our online high school diploma program can now access a reinstatement and extension form in the Online Student Center. Log into the Online Student Center and look for the box under the "Important Notes for Gradpoint Users" heading. The PDF form is located in the box. We hope you find this feature convenient as you continue work toward your online diploma!

## American School Honors Four Women

American School recently said goodbye to two women with a combined 50 years of service to our students. **Janet Bielawski** (first picture), who retired after 33 years of service, worked in the Student Service Department and was instrumental in making sure diplomas got processed and printed properly. In other words, if you earned an American School diploma in the last few decades, Janet had something to do with you receiving it! **Linda Szany** (second picture), who retired after 17 years of service, spent her entire career in the Curriculum Department, where she wrote and edited many study guides. In other words, if you took a course with us, chances are Linda had something to do with creating it! We wish them good health and all the best in their retirements.

In addition, **Alvita Bonner** (third picture) recently joined the Double Decade Club, and **Linda Martinez** (fourth picture) celebrated 15 years of employment. Congratulations and thank you to Alvita and Linda!



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