

# High School Completion/Equivalency

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## **High school completion status guidance:**

- ❖ High School Completion/Equivalent status must be verified before student enrollment status is finalized and proof of HS completion documentation must be obtained by Friday before program's start date.
- ❖ Exception may be considered for recent high school graduates who want to start school right after their graduation date (typically, June or July starts).
- ❖ In most cases, obtaining a valid "Diploma/Certificate" is preferred, than attempting to evaluate transcripts for determination of completion/graduation/equivalency status.
- ❖ If provided documentation is insufficient to confirm high school/equivalent completion status, individuals may seek final determination from the [National Association of Credential Evaluation Services \(NACES\)](#) for further evaluation and determination of high school/equivalent completion status.

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## **Categories of school completion status:**

### **1. High School diploma completion:**

- A copy of the student's valid high school diploma certificate or
- A copy of the student's final valid high school transcript that indicates graduation date.

### **2. Homeschool at the secondary level:**

- A copy of state recognized documentation for secondary homeschool completion, if the state law requires a homeschooled student to obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent) or
- Obtain a state certificate that indicates student had passed a state-authorized examination recognized as an equivalent of high school diploma.

### **3. General Educational Development (GED):**

- A copy of the student's GED valid certificate or
- A copy of GED valid transcript.

### **4. Higher Education Credits & Degree:**

- A copy of an academic transcript(s) that indicates the student successfully completed a general study in AA/AS degree that is acceptable for full credit toward a Bachelor's of Art (BA) or Bachelor of Science (BS) degree.
- A copy of acceptance or enrollment into Bachelor of Art/Science degree program(s).
- In general Associate of Applied Science (AAS) or Vocational/Technical degrees may not be equivalent to a high school completion. Degree specification, general/ transfer studies requirement and courses competition status can be important factors in the review process.

### **5. Foreign Secondary Education Completion:**

- A copy of foreign secondary education completion/equivalent credentials that is translated by a nationally recognized agency.
- If the documentation provided is insufficient to make the determination, student must seek a nationally recognized foreign evaluation service to have his/her foreign diploma or transcript or other similar documentation to be evaluated. [List of National Association of Credential Evaluation Services \(NACES\)](#).

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## Obtaining proof of high school completion documentation:

- ✓ Contact your high school to request the copy of your High School Diploma Certificate or Transcript.
- ✓ Contact the [Board of Education of your state](http://www2.ed.gov/about/contacts/state/wa.htm). (<http://www2.ed.gov/about/contacts/state/wa.htm>) to request for your secondary student's records (High school Diploma/Transcript/GED Certification).
- ✓ Use the [Washington State GED Online Verification Access](#), if GED was obtained from WA State.
- ✓ Obtain a copy from another school or agency that you provided previously, if applicable.
- ✓ You may use a [High School Records & Secured Third-party Online Paid Service](#) online service to request a high school transcript for 50 states, <https://needmytranscript.com/>
- ✓ Or all other states, Canada, and international, you may use a Third-party GED e-transcripts exchange service transcript at <http://www.gedtestingservice.com/testers/gedrequest-a-transcript>.

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