Student Financial Aid
A Department of Central Piedmont Community College

HIGH SCHOOL COMPLETION STATUS

Please print.

Name of Student: _____ Student ID#: _____
First *Last* *MI*

Name of High School Attended: _____

Address of High School Attended: _____

City: _____ State: _____ Date of Graduation: _____

Please attach the envelope with the official copy of your high school transcript to this form.
Provide one of the following documents that indicate your high school completion status when you begin college in the 2013–2014 school year:

- A copy of your high school diploma.
- A copy of your **final, official** high school transcript that shows the date the diploma was awarded.
- A copy of your General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates that you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary school courses that you completed and documents the successful completion of a secondary school education in a homeschool setting.

If you are unable to obtain the documentation listed above, you must contact the financial aid office.

Acceptable Formats

- An official transcript is one which is validated, issued, and mailed directly by the high school in a sealed institutional envelope to the Financial Aid Office, PO Box 35009, Charlotte, NC 28235
- We do not accept faxed transcripts.

Inspection Process

- If a school has a CEEB code, then we typically accept the credentials unless we have reason to suspect fraud.

- We check each transcript for the school seal and/or signature to determine if the transcript is official.
- We generally do not accept any copies of transcripts.

Tracking Diploma Mills

- We've taken steps to track diploma mills. We have established a code to track "unknown" high schools and home school associations.
- If we receive a transcript for a school that does not have a CEEB code, then research is completed to determine if the school is recognized by the Department of Education in the state.
- We may also check the appropriate regional accrediting commissions in the United States; some list secondary schools.
- If a school is not recognized by a Department of Education or has no physical address, then we research, usually on the web, to determine if this is a for profit school or diploma mill. Presenters of such diplomas would be required to complete the GED examination for admission consideration.
- We verify standards of non-public schools through a list provided by the State Department of Education.

Homeschooled Students

The State of North Carolina does not issue a diploma or a transcript for homeschooled students. The homeschool parent/guardian, who serves as the chief administrator of the home school designs, provides and retains copies of each student's diploma and/or transcript. Each non-public school student receives all diplomas and transcripts from the chief administrator of the school in which the student is enrolled.

Please submit a transcript or its recognized equivalent, signed by the student's parent or guardian, listing the secondary school course that the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Suggested Transcript Information

The homeschool's name, address and telephone number;

- Subjects completed by the student by school year (for each year);
- If a student completed courses at a local high school, those courses should be included on the transcript as transferred courses with the grade earned;
- The numerical (or letter) grade and unit credit earned for each subject;
- Annual nationally standardized test scores; and
- The month and year of high school graduation.

If the student is academically gifted and has successfully mastered some traditional high school level courses prior to grade 9, those courses should be noted on the transcript including the grade the course(s) was completed. In most conventional schools, a unit credit is given for successful completion of each subject which involved at least 150 clock hours of academic instruction over the school year.

International Students

International admission requires a certified translated transcript and a transcript in the original language maybe required.

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