

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.

By signing this worksheet, I (we) certify that all of the information reported on this worksheet is complete and correct. If the student is a dependent, at least one parent must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined \$20,000, be sentenced to prison, or both.

Student Signature: _____ **Date:** _____

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Financial Aid/Veteran's Affairs – Central Piedmont Community College – PO Box 35009 – Charlotte, NC 28235-5009

Telephone: (704) 330-6942 Fax: (704) 330-5053

You may submit in person, fax, or mail your documents to any of our six locations.