



**STEP**

**2**

**TRANSCRIPTS**

**\*\*\*NO PHOTOCOPIES, FAXES OR EMAILS ACCEPTED\*\*\***

**A. HIGH SCHOOL GRADUATE**

1. Must be from a state-accredited or state-approved school
2. Submit an OFFICIAL copy of your FINAL High School transcript (*diploma is NOT acceptable*).
3. Must include Date of Graduation and all grades.
4. Must include School Stamp/Seal.
5. Must be sent from the school to our office OR if issued to self - must remain in the institution-sealed envelope.

**B. GED/HSED RECIPIENT**

1. Must be from a state-accredited or state-approved institution.
2. Submit an official copy of your Certified GED/HSED Transcript (*certificate is NOT acceptable*).
3. Must include Date of Issuance and all scores.
4. Must include Official Stamp/Seal
5. Must be sent from the institution to our office OR if issued to self - must remain in institution-sealed envelope.

**C. HOME-SCHOOLED (without GED/HSED)**

1. Submit a copy of the PI-1206 Home-Based Private Education Program Registration forms filed for each year home-schooled, in order to verify meeting the criteria set forth by the Wisconsin Department of Public Instruction (for out of state – provide proof of registration with your state as a home-schooled student).
2. Submit an official copy of your FINAL transcript.
3. Must include Date of Graduation and all grades.
4. Must include Name of Home School and School Stamp/Seal OR administrator signature.
5. Must be sent from the school to our office OR if issued to self - must remain in the institution-sealed envelope.

**D. FOREIGN TRANSCRIPT**

1. Documents must be translated to English.
2. Documents must be officially evaluated by a certified agency to name & describe all diplomas, certificates, degrees, periods of education or training, courses and grades, giving U.S. equivalencies for each (*list of approved, certified agencies available upon request.*)
3. Certifying Agency must provide a statement that verifies the diploma, certificate, degree and/or period(s) of education or training are, at minimum, the equivalent of high school graduation requirements/standards in the United States.
4. Must be sent from the institution to our office OR if issued to self - must remain in institution-sealed envelope.

**E. NOT A GRADUATE OR GED/HSED RECIPIENT**

1. Contact the State of Wisconsin Department of Public Instruction to request information on obtaining a General Education Development Certificate or High School Equivalency Diploma: <https://dpi.wi.gov/ged>.