



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION
Educational Services

MEMORANDUM

DATE: July 18, 2024

TO: Directors, Admissions and Records
Directors, Financial Aid

FROM: Victor DeVore, Dean, Student Services

SUBJECT: High School Transcripts

The San Diego Community College District does not require students to submit high school transcripts unless the student needs to update their high school graduation status or resolve a discrepancy on their application. Federal regulations require that students have completed a high school diploma or equivalent to be eligible for financial aid. In the event a student is being asked to provide documentation of high school completion, students may provide one of the following:

- High school transcripts showing attainment of a high school diploma, or
- A recognized high school equivalent, such as a General Educational Development (GED) certificate or another state-authorized high school equivalency exam (e.g. HiSET or TASC).
- Completion of a high school education in a homeschool setting approved under state law.

For students who graduated from a high school outside the United States and the documentation is not in English, students may have their transcript translated by a district employee or third-party who is literate in the language. Students must attach the "*Foreign High School Diploma Verification*" form with the original document.

Students will submit documentation to the Admissions and Records office. Once submitted, Admissions will update the student's record to indicate high school completion in External Education.

For refugee, asylee, or victim of human trafficking students who cannot obtain documentation of their completion of a secondary school education in a foreign country. Students must submit the following to the Financial Aid Office:

- Present their entry status documentation that demonstrates their current or prior status as a refugee, asylee, or victim of human trafficking who entered the U.S. after the age of 15;
AND
- Provide proof of their attempt to obtain documentation i.e. a copy of an e-mail or letter (including proof of mailing).

If you have any questions, please contact Victor DeVore at vdevore@sdccd.edu