

Transcript Request Guide

Request Transcripts

Have students use the links below to request official transcript(s) from any previous accredited high schools and GED test scores to be sent to our enrollment office.*

- Previous High School(s):
https://smarthorizononline.org/wp-content/uploads/2015/10/Transcript-Request-Form_SHCOE.pdf
- GED Scores (passing areas from 2002 or later):
https://ged.com/life_after_ged/
- International Transcript Review. To find an agency, please click on the following link:
<http://www.naces.org/members.html>

*Note: the previous school may require a processing fee to mail transcripts. Transcripts may be emailed, faxed, or mailed but must come directly from the school.

Transcript Evaluation

Once our enrollment team receives official transcripts, please allow 5 business days for transcripts to be reviewed.

Students will receive credit for completed high school courses in accordance with our accreditation policies. Here is an overview of Career Online High School's (COHS) policies:

- **Identity.** The date of birth on the transcript must match our records. We will contact the student if there are any discrepancies.
- **Subject Matter Equivalency.** Subject matter must be equivalent in nature in order for credit to be awarded. Therefore, courses that are noted as "Special Education", "SE", "ESE", "ESS", "RSL", "SAGE", "RSP", "ACC", "TMH", "IEP", or "RSE" are not transferable. Click [here](#) to see our course catalog.
- **Examples of Transferrable Courses**
 - **English:** Survey of Literature, American Literature, English 4 ESOL, Grammar and composition (taken in 9th-12th)
 - **Math:** Advanced Algebra with Trigonometry, Algebra 1, Geometry, Math for College, Consumer Math
 - **Science:** Chemistry, Agriscience, Zoology, Biology
 - **Social Studies:** World Studies, U.S. History, World History, U.S. Government
 - **Health:** Physical Education (PE), Personal Fitness, Life Management Skills, Health, HOPE



Mission: To re-engage people in the educational system as a pathway to career advancement and postsecondary education and training.

- **Grades.** Only course completions with a letter grade “D” (60%) or higher will be considered. Courses graded as “Pass” or “Satisfactory” need to be determined to have been at a D level or higher.
- **Institutional Accreditation.** Courses are accepted from institutions that are accredited by one of the six regional accrediting associations in the United States:
 - Accrediting Commission for Community and Junior Colleges (ACCJC)
 - Higher Learning Commission (HLC)
 - Middle States Commission on Higher Education (MSCHE)
 - New England Association of Schools and Colleges (NEASC-CIHE)
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges Senior College and University Commission (WSCUC)
- **GED Credit.** Students can earn credit for GED content area passing scores that were completed after 2002. To receive credit from the GED, a student must have passed the GED content area with the following minimum scores:
 - Performance Level 2 or higher (145+) in the year 2002 or later, for GED scores
 - Between 2002-2013, the passing score is 410.Credits for passing scores will be issued as follows:
 - ✓ **Reasoning through Language Arts:** English 1, English 2, English 3, English 4
 - ✓ **Mathematical Reasoning:** General Math, Consumer Math, Algebra
 - ✓ **Science:** Earth & Space Science, Physical Science, Biology
 - ✓ **Social Studies:** World History, American History, American Government, Economics
- **Transfer Credit Limitations.** A minimum of 4 full credit courses must be taken through Smart Horizons Career Online Education in order to be eligible for a high school diploma.



Mission: To re-engage people in the educational system as a pathway to career advancement and postsecondary education and training.

Guidelines for International Transcripts

For out of country transcripts to be considered for acceptance, students must first request a 'Course by Course' evaluation through a NACES accredited agency. To find an agency, please click on the following link: <http://www.naces.org/members.html>.

Fees for International transcript review may be between \$150-\$300 depending on the agency, number of copies requested and any rush fees. Below are some considerations to help a student determine if it is worth the expense of having their foreign transcript reviewed.

- **Grade level completion.** Typically, there is a higher amount of credit awarded for students who completed high school or were a year or 2 from completion. Keep in mind that "high school" has different meanings in other languages. Use this [translate tool](#).
- **Subject Area Transferability.** Ask the student what Math and Science courses they completed at the high school level.
 - **English:** It is not common to see credit transfer for English courses since they require grammar and composition and literature components that are not typically
 - **Social Studies:** Most history courses students take in their previous country do not transfer over because COHS requires American History, Government and Economics. If a student took World History, we may be able to accept that course.
 - **Math:** If the student took courses like Algebra, Geometry, or Calculus, there is an opportunity for credit transfer.
 - **Science:** Most science courses transfer over.

Notification of Awarded Transfer Credit

Once the transcript evaluation is complete, students will receive an email with a list of courses they received credit for, and the transfer credits will be applied to the "Individualized Career Plan" in the student portal. For questions about their transcript evaluation, students can email enrollment@shcoe.org.

Requesting COHS Transcripts Upon Graduation

Once a student has completed their courses with COHS, they can request official transcripts from us to be sent to colleges or for their own personal records through Parchment. Use the following link:

<https://www.parchment.com/u/registration/27138843/account>



Mission: To re-engage people in the educational system as a pathway to career advancement and postsecondary education and training.