



Parent/Guardian Steps to Request a Foreign Transcript Evaluation

The CCSD's Foreign Transcripts Department evaluates official school transcripts from other countries for CCSD students enrolled in **grades 6–12**. Follow these steps to submit your child's foreign transcripts:

Step 1:

Proceed to your child's current school and complete the Foreign Transcript Evaluation Request Form provided by the school registrar. Please make sure you fully complete and sign the form before returning it to the registrar.

Step 2:

Provide the school with your child's official transcripts from their previous school(s) outside the United States. Official transcripts must have the school official's signature and/or school seal to be considered for evaluation purposes. The school registrar will scan the transcripts and submit them along with the Foreign Transcript Evaluation Request Form.

Step 3:

The foreign transcript analyst will evaluate the transcript(s) and send the results to your child's school. This process can take anywhere from 3 to 10 business days.

Step 4:

Once the evaluation is complete, your child's school will use the results of the evaluation to confirm appropriate grade level placement and award any eligible middle school or high school credits.

