



How do I obtain my past high school transcripts?

- Go directly to your high school to request your transcripts, or
- Fill out the Transcript Request Form provided to you at orientation, and we will request your transcripts for you.

Some high schools charge a small processing fee. If this is the case, you will have to call the school and follow their guidelines for requesting transcripts.

Can I start class without an official transcript?

Yes. Your unofficial transcripts can be evaluated to determine the first class you will take. Be aware that credits may change based on information obtained from the official transcripts and/or additional transcripts.

Which of my credits will be accepted?

See “Types of Transcripts”

Can I graduate without submitting all of my official transcript?

No. The Mt. San Antonio Adult High School Diploma is an official document and all transcripts used to determine credits earned must be official before a diploma can be issued.

How do I get my international transcripts evaluated?

There are independent evaluation services that specialize in translating foreign transcripts. This agency must be a Mt. SAC Adult Diploma Program approved international transcript evaluation service. Approved evaluation services listing may be picked up in the Adult Diploma High School Office Room 115, or by calling (909) 274-4937.

What if my previous high school has already evaluated my international transcript?

If your high school can provide a detailed summary from an approved international transcript evaluation service in a sealed, unopened envelope then we can accept that evaluation. Otherwise you will need to get your international transcripts evaluated through an independent service.

What are the reasons some of my credits aren't accepted by Mt. SAC?

- There are credits in an area where credits are not accepted for the Mt. SAC Diploma. For example, PE credits do not count towards graduation requirements.
- Your credits were earned at a school that is not accredited.
- You have already met the credit limit for a specific category (Math, for example).

How do I know if my school was accredited?

See “Accreditation Information”

Mt. San Antonio College
1100 N. Grand Avenue
Walnut, CA 91789
Building 30, Room 115
Phone: (909) 274-4937
E-mail: abeinfo@mtsac.edu



| ANY HIGH SCHOOL | | | | | | | | | | | | | | |
|--------------------------|--|--|---------------|--|--|-----------------------|--|--|---------------------|--|--|-----------|--|--|
| LAST NAME, FIRST NAME MI | | | BIRTH DATE | | | GENDER | | | ADDRESS | | | | | |
| CITY, STATE ZIP | | | BIRTHPLACE | | | VERIFICATION OF BIRTH | | | CITY, STATE ZIP | | | | | |
| HOME PHONE # | | | STUDENT ID# | | | GRADE | | | SCHOOL PHONE # | | | | | |
| P/GI: NAME | | | CLASS CP 2007 | | | TRACE | | | CIBB: 05168 DATE | | | | | |
| Any High School | | | | | | Grade=09 | | | Any High School | | | | | |
| Term Ending 12/21/04 | | | | | | Term Ending 6/30/04 | | | Grade=10 | | | | | |
| Class Title | | | Credits | | | Marks | | | WH | | | CO | | |
| P-ENGLISH 9A | | | 5.0 | | | C I E | | | P-DRAWING B | | | 5.0 A E E | | |
| CINEMA | | | 5.0 | | | C I E | | | P-ENGLISH 10A | | | 5.0 D K E | | |
| P-ALGEBRA 1A | | | 5.0 | | | B E E | | | P-SPANISH 1B | | | 5.0 B E E | | |
| ADV PE 2a | | | 5.0 | | | B E E | | | P-SCHEMERY B | | | 5.0 B E E | | |
| P-BIOLOGY A | | | 5.0 | | | A E E | | | ADV PE 1B | | | 5.0 B E E | | |
| HOMEROM-SER | | | 1.0 | | | C E E | | | P-HIS 200 W 3 | | | 5.0 B E E | | |
| LIFE SCIE 21ST | | | 5.0 | | | D E E | | | HOMEROM-SER | | | 1.0 A E E | | |
| Any High School | | | | | | Grade=09 | | | Community College | | | | | |
| Term Ending 12/21/04 | | | | | | Term Ending 03/14/06 | | | Grade=10 | | | | | |
| Class Title | | | Credits | | | Marks | | | WH | | | CO | | |
| P-CALLIGRAPHY | | | 5.0 | | | A E E | | | CHICAGO STUD 3B | | | 10.0 A | | |
| P-ENGLISH 2B | | | 5.0 | | | A E E | | | Any High School | | | Grade=11 | | |
| HEALTH 9H | | | 5.0 | | | D E E | | | Term Ending 8/22/04 | | | Grade=11 | | |
| P-ALGEBRA 1B | | | 5.0 | | | B E E | | | Class Title | | | Credits | | |
| ADV PE 2B | | | 5.0 | | | P E E | | | P-ENGLISH 10B | | | 5.0 A E E | | |
| P-BIOLOGY E-LSH | | | 5.0 | | | A E E | | | Any High School | | | Grade=11 | | |
| HOMEROM-SER | | | 1.0 | | | C E E | | | Term Ending 6/30/04 | | | Grade=11 | | |
| Any High School | | | | | | Grade=10 | | | Any High School | | | | | |
| Term Ending 12/21/04 | | | | | | Term Ending 6/30/04 | | | Grade=11 | | | | | |
| Class Title | | | Credits | | | Marks | | | WH | | | CO | | |
| P-ENGLISH 1A | | | 5.0 | | | A E E | | | DIS LURY 1A | | | 5.0 A E E | | |
| P-ENGLISH 2A | | | 5.0 | | | A E E | | | P-DRAWING A | | | 5.0 A E E | | |
| P-ENGLISH 3A | | | 5.0 | | | A E E | | | P-AP ENG LANG A | | | 5.0 B S E | | |
| P-ENGLISH 4A | | | 5.0 | | | A E E | | | P-ALGEBRA 2a | | | 5.0 C S E | | |
| P-ENGLISH 5A | | | 5.0 | | | A E E | | | P-CHEMISTRY A | | | 5.0 C S E | | |
| P-ENGLISH 6A | | | 5.0 | | | A E E | | | P-AP US HIST A | | | 5.0 C S E | | |
| P-ENGLISH 7A | | | 5.0 | | | A E E | | | HOMEROM-11B | | | 0.0 | | |
| P-ENGLISH 8A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 9A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 10A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 11A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 12A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 13A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 14A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 15A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 16A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 17A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 18A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 19A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 20A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 21A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 22A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 23A | | | 5.0 | | | A E E | | | | | | | | |
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| P-ENGLISH 30A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 31A | | | 5.0 | | | A E E | | | | | | | | |
| P-ENGLISH 32A | | | 5.0 | | | A E E | | | | | | | | |
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HOW THE MT. SAC
ADULT DIPLOMA
PROGRAM
EVALUATES
HIGH SCHOOL
TRANSCRIPTS

TRANSCRIPTS

Transcript Evaluation Process

- After the transcript is received, a Mt. SAC staff member checks that all schools listed on the transcript are accredited by verifying membership with an approved accrediting association in the United States.
- It is verified that all credits from international schools have been evaluated by a Mt. SAC Adult Diploma Program approved international evaluation service.
- A staff member evaluates credits on the transcript by placing subjects with passing grades in specific category requirements. For example, Biology = Life Science.
- A preliminary evaluation is done of all credits by listing what classes are completed and which ones still need to be completed.
- Once the preliminary evaluation has been completed, it is submitted to a Supervisor for a second review.
- The evaluation process may take up to one week to complete from the time transcripts are received.*
- After a student has taken the required diagnostic tests, he/she may schedule an appointment to meet with a counselor to discuss the results of the transcript evaluation.
- All appointments are made in person in the Adult Diploma High School Office, Room 115, or by calling (909) 274-4937.

* Transcript evaluation process time frame may vary depending on the type of credits listed on the transcript.

Official Transcripts



An official transcript is an official document that shows the educational work of a student in high school or college. It is an inventory of the courses taken and grades earned by a student throughout his/her educational history. To be considered "official" the transcript must be officially processed by your high school and sealed in an unopened envelope by the school registrar.

Unofficial Transcripts



The following transcripts are considered "unofficial": copies of transcripts, transcripts that are not signed by school officials, and official transcripts that have been opened, no longer have an official seal, and/or where the seal on the envelope has been broken.

Accreditation Information

Accreditation is a process meant to guarantee that colleges and schools meet certain standards of quality in the education they provide.

Six regional accreditation associations exist: the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges (WASC).

There are a few states that accredit their schools based on criterions equal to the above associations. These states and their accrediting practices will be verified on a case by case basis.

Types of Transcripts

- High School Transcripts
- Out-Of-Country/International Transcripts
- Adult School Transcripts
- College Transcripts
- Mt. San Antonio College Transcripts

High School Transcripts

Credits earned during grades 9-12 from an accredited educational institution.

Out-of-Country/International Transcripts

Credits earned during grades 9-12 from an educational institution not located in the United States. These transcripts must be evaluated by an approved independent evaluation service. An official detailed report must be submitted to the Mt. SAC Adult Diploma Program in a sealed unopened envelope.

Adult School Transcripts

Credits earned while attending an accredited adult educational institution.

College Transcripts

Credits earned while attending an accredited college. Official college transcripts are evaluated by faculty. Credits are issued based on official course descriptions and how college courses align with Mt. SAC high school course objectives.

Mt. San Antonio College Transcripts

Units earned while attending Mt. San Antonio College. These units may also count toward your residency requirements.