

Effective July 1, 2011, the United States Department of Education (USDOE) mandated that postsecondary institutions must determine if a student's high school diploma is valid and was obtained from an institution that provides secondary school education. The Florida State College System has determined your high school does not meet the criteria to be considered a valid high school.

You may request a review of your high school enrollment, high school transcript, and high school diplomas for the purpose of admission to Pensacola State College by providing information listed below. You may contact your high school principal or administrator to ask for assistance in gathering the required information for review. The responsibility for providing the required information and documentation rests with the student.

You may submit this form and the required documentation to the Registrar's Office. Incomplete request will be returned. Any questions about this process may be directed to the Registrar's Office.

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Student ID Number

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Student Name (Last, First, MI)

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High School Name

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Dates of Attendance

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High School Address

City

State

Zip

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High School Contact (Name and Title)

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High School Telephone Number

If your high school has a website, provide the URL here: \_\_\_\_\_

**Check the description that most accurately fits the type of instruction you received and the method by which your diploma was awarded:**

- My high school was a traditional school with instruction by teachers in the classroom with no online (internet) instruction and no diploma testing. Courses were taken, grades were assigned by the instructors, and the diploma was awarded based on prescribed curriculum, courses taken, and grades earned.
- My high school was a traditional school with instruction by teachers in the classroom with some online (internet) instruction required. Courses were taken either in the classroom or via the internet, grades were assigned by the instructors, and the diploma was awarded based on a prescribed curriculum, courses taken, and grades earned.
- My high school was a traditional school with instruction by teachers in the classroom with some online (internet) instruction required. My high school diploma was awarded based on a test administered at the end of a prescribed curriculum.
- My high school was not a traditional high school with a school building and classrooms. The instruction was totally online with the diploma awarded based on an online test.
- My high school was not a traditional high school with a school building and classrooms. There was no requirement for completion of courses, and the diploma was awarded based on an online test.

If none of the above descriptions fits your school, please provide a detailed description of the school awarding your diploma:

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**Additional documentation is required on the second page of this document. The documentation is needed to validate your high school according to the mandates established by the United State Department of Education. Your high school should be able to provide you with this information in order to assist in the recognition of the school as a valid secondary school for the purposes of admissions and for the determination of federal financial aid.**

Attachment #1: Accreditation Information

Provide the name of the agency or agencies accrediting the school and proof that the accrediting agency has been approved by the United States Department of Education.

Attachment #2: Contractual Information

If your high school has contracted with a Florida public high school or a school board in Florida for the purpose of providing instruction leading to a diploma or for the purposes of providing testing leading to a diploma, attach information that documents this contractual agreement as well as the name of a contact person at the high school or school board. If your high school has not contracted with a Florida public high school or school board, nothing is needed for Attachment #2.

Attachment #3: School Calendar

Attach the school calendar from the last year you attended this school. The calendar should show beginning date of classes, ending date of classes, holidays, etc.

Attachment #4: Faculty Information

Using the format and examples provided below, list the names of the teachers providing the instruction for the last year you attended this school indicating the subjects taught, the degrees they held, and the colleges from which the degrees were earned.

Course	Teacher's Name	Degree earned and concentration	College awarding the degree
<i>Algebra I</i>	<i>Mr. John Jones</i>	<i>Bachelor of Science in Mathematics</i>	<i>University of West Florida</i>
<i>Painting/Drawing</i>	<i>Ms. Susan Smith</i>	<i>Master of Fine Arts in Art History</i>	<i>University of South Florida</i>

Attachment #5: Textbook Information

Using the format below, list the textbooks (including ISBNs) used in the English and Mathematics courses taken while attending this school for Grades 9 through 12. Your school will be able to provide you with this information if you no longer have the textbooks used for the classes. If you did not attend a grade level, indicate "did not attend Grade #."

Grade	Subject	Title, author, publisher, copyright date	ISBN
9	Math		
9	English		
10	Math		
10	English		
11	Math		
11	English		
12	Math		
12	English		