



2021-2022 High School Completion Status Form

Student Name: _____ COTC ID:

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The Department of Education has selected your file for verification, and you must provide proof that you have graduated from High School, received an equivalent of a High School Diploma, or completed homeschooling.

Submit the appropriate documentation from the list below that meets your situation.

_____ Check here if documentation (diploma, transcript, or GED) was already submitted to the Gateway.
*Date submitted to the Gateway _____

_____ **High School Diploma:**

1. A copy of your high school diploma, or
2. A copy of your **FINAL** high school transcript that shows the date when the diploma was awarded, or
3. A copy of the "Secondary School Leaving Certificate" if the student completed secondary education in a foreign country and is unable to obtain a copy of the high school diploma or final transcript.

****If not a U.S. High School diploma/transcript, the transcript must be evaluated by a NACES member and be the equivalent of a U.S. high school diploma/transcript. The student must provide a copy of the credential evaluation; otherwise, the student must pass the General Educational Development (GED) Certificate to be eligible for aid.**

_____ **Homeschool:**

1. A transcript or the equivalent, signed by the parent or guardian, that lists the secondary school courses completed and a statement that you successfully completed a secondary school education in a homeschool setting, or
2. A copy of the secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) provided for under State law.

_____ **Recognized Equivalent of a High School Diploma**

1. A copy of the General Educational Development (GED) Certificate, or
2. A copy of an official GED transcript that indicated you passed the exam, or
3. A state-authorized high school equivalent transcript (i.e. HiSET, TASC).

_____ **An Academic Transcript** that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

TO RETURN THIS FORM: **UPLOAD** all forms and documents in the **Student Assistance Portal**. Select the "Assistance" icon in the upper right-hand corner of the screen, followed by "Submit Financial Aid Documents" from the drop-down menu. Or, you can **FAX** to: 740-364-9533, or **MAIL** to: COTC, Student Financial Services, 1179 University Dr., Newark OH 43055. **DO NOT** submit this form via email as it will not be accepted.

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax transcripts, verification worksheets, W2s, etc.)

Office Use only

_____ SASM = OFFF _____ Documentation is acceptable _____ Documentation is not acceptable.

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