

Professional Transcript Evaluations

Purpose: This resource is to educate NDSP families and other stakeholders about professional transcript evaluations.

Note: Professional transcript evaluations can assist our military-connected students with academic transitions from international schools to US public and private schools and post-secondary institutions. The evaluations provide an up-to-date assessment of academic credits earned in non-US high schools by showcasing how they translate to US public and private school graduation requirements.

What is a Professional Transcript Evaluation?	A professional transcript evaluation is a thorough process in which a trained expert reviews all high school-level coursework a student has completed at recognized educational institutions. This evaluation determines how the credits earned will transfer to a new school setting. It aids in placing students at the appropriate grade levels and in courses that ensure they advance toward earning their high school diploma. During a professional transcript evaluation, the evaluator examines all transcripts, grade reports, and other relevant documentation from previously attended schools. They then create a comprehensive report that includes course titles, final grades, the number of credits earned, and the student's graduation status. The process and duration of the evaluation can vary depending on the company conducting it.
Things to Consider Prior to Requesting a Professional Transcript Evaluation	- Many school districts and post-secondary institutions have a predetermined contracted service or onsite (school, district, or state) employees who conduct their evaluations. They may also have a recommended service or company for you to use. Be sure to ask in advance! Secondary schools (public & private) or post-secondary institutions are not required to accept the results of evaluations from third-party companies. NDSP suggests that you inquire about their preferred transcript evaluation process before soliciting and paying for an evaluation. - You may find that you disagree with the results of your evaluation. If this is the case, as the customer, you need to alert the company as soon as possible if you suspect an inaccuracy. Sometimes, it is a simple mistake (e.g., new evaluator, accidental mislabeling, missing documentation, etc.) that they are willing to update. Other times, they may stand by their decisions and decline to make any changes.
When should you request a Professional Transcript Evaluation?	- Professional transcript evaluations are particularly helpful when there is a discrepancy between the school's findings and the course credits you feel your child has earned. It may help provide additional credence to support your opinion. - Professional transcript evaluations are helpful if a school, district, or post-secondary institution does not have a

	formal process for analyzing incoming course credits. This instance is sometimes typical of rural schools and other school types with little or no experience evaluating incoming coursework from international schools. Ask them will they consider accepting a professional transcript evaluation from a certified evaluation company. They may require additional details before they make a final decision.  Professional transcript evaluations evaluate <i>high school</i> coursework. Elementary and middle school students typically do not need them.
What documentation does a family need to provide the evaluation company when requesting a professional transcript evaluation?	 Current transcript and/or grade report that includes: ○ All previously completed high school courses and final grades ○ Courses students are currently enrolled in ○ A grading scale ○ A school profile (typically explains details about the school, the type of curriculum they use, the school schedule, courses and course descriptions [<i>these may be found in a separate course catalog</i>], etc.) ○ Student's graduation status (<i>important especially if a student has completed school and received a high school diploma</i>)  Note: <i>The items mentioned above may be found on more than one document when provided by an international school.</i>
How do I request a professional transcript evaluation?	 First, contact your regional Education Specialist to get prior authorization.  Then, research the leading industry accredited professional transcript evaluation companies (see list in the section below) to vet them for cost comparison, quality assurance, length of time they take to conduct an evaluation, and whether they can provide the services you seek.  Follow the evaluation process for the company you select.
Are there any recommended professional transcript evaluation companies?	While the NDSP has compiled a list of companies identified as possessing the leading industry certification recognized by the National Association of Credential Evaluation Services (NACES), providing the list does not serve as a recommendation or an endorsement by the NDSP or DoDEA as a Department of Defense entity. Families are encouraged to research the companies prior to selecting them for evaluation services. The list of companies are as follows:  The Evaluation Company (formerly SpanTran)  World Education Services, Inc.  Academic Evaluation Services, Inc.

	 <u>Center for Applied Research, Evaluation and Education, Inc.</u>  <u>Educational Credential Evaluators, Inc.</u>  <u>Educational Perspectives, nfp.</u>  <u>Educational Records Evaluation Service, Inc.</u>  <u>Foreign Academic Credential Service, Inc.</u>  <u>Foundation for International Services, Inc.</u>  <u>Global Credential Evaluators, Inc.</u>  <u>Globe Language Services</u>  <u>Institute of Foreign Credential Services, Inc.</u>  <u>International Academic Credential Evaluators, Inc.</u>  <u>International Consultants of Delaware, Inc.</u>  <u>Transcript Research</u>  <u>Josef Silny and Associates, Inc. International Education Consultants</u>
How much do professional transcript evaluations cost?	 Evaluation costs start at approximately \$150 and range upwards of \$500 depending on the range of services selected.  The parent is responsible for paying professional transcript evaluation fees; however, it is an allowable expense provided you have enough money left in your annual education allowance. You must have prior authorization to qualify for reimbursement from the NDSP.  Professional Transcript Evaluations must be requested prior to PCSing from the NDSP location to be eligible for reimbursement.