

Instructions for Enrolling in Vocational / Technical School or College

American Continental Academy offers a thorough and accredited high school completion program. American Continental Academy has been directly responsible for the success of thousands of graduates, who have gone on to better paying jobs, trade schools and college enrollment. THERE IS NO REASON THAT YOU CANNOT BECOME ONE OF OUR SUCCESS STORIES.

If you intend to apply for admission to any trade school, vocational school or college following your graduation from American Continental Academy, it is CRITICAL TO YOUR SUCCESS that you follow the instructions below in order. FAILURE TO FOLLOW THESE INSTRUCTIONS may result in the delay of processing your application for admission to a trade/vocational school or college.

The following process should begin **AT LEAST TWO (2) MONTHS PRIOR** to the start of classes (if applying to a trade/vocational school or college).

PLEASE READ CAREFULLY:

If you are applying to a trade/vocational school or college:

1. Call the admissions department of that school and request that they mail you an admissions application. Have this mailed to YOU (not American Continental Academy) at your home or mailing address.

IMPORTANT: The purpose of your call is to request an admissions application. It is not necessary to provide the operator who answers your call with a lengthy explanation of how you achieved your diploma or ask if your diploma will be accepted. This will only confuse the trade/vocational school or college and delay your admission.

2. Once you receive the admissions application, complete it and mail it back to the admissions department of the school to which you are applying.

IMPORTANT: Do not hand deliver or mail a copy of your American Continental academy diploma or unofficial copy of your American Continental Academy transcript. Hand delivering or mailing either of these items is not the proper procedure to apply to any trade/vocational school or college and will only delay your admission.

3. Upon receiving your application for admission, the school will file your paperwork and wait until they receive your OFFICIAL TRANSCRIPT from American Continental Academy.
IMPORTANT: The trade/vocational school or college will not accept any documentation directly from you. They will only accept official transcripts that are mailed directly from American Continental Academy. The only documentation that you need to give them is a completed admissions application.

Instructions for Requesting Official Transcripts From American Continental Academy

1. Fill out the attached Transcript Request Form with the name and address of the school or college to which you wish to apply and mail or fax it back to American Continental Academy. Be sure to include a payment of \$15.00 (each) by Money Order or Credit Card. Making a payment by personal check will delay the processing of your transcript.

IMPORTANT: If you do not have a Transcript Request Form attached to this notice (or you need another one), you can:

- A. Print one from www.americancontinentalacademy.com; or
 - B. Call American Continental Academy's Student Services Department at 1-888-522-7793 and ask to have an Transcript Request Form mailed to you.
2. Upon receipt of your completed Transcript Request Form and payment, American Continental Academy will confirm that you have met all requirements for graduation, meaning you have successfully completed all classes AND have paid your tuition in full. If you are found to be eligible for graduation, an OFFICIAL TRANSCRIPT will be sent to the school you indicated on your Transcript Request Form.
 3. When the school to which you are applying receives your OFFICIAL TRANSCRIPT from American Continental Academy, they will take further action to process your application for admission. They will likely then contact you to confirm receipt of your transcripts from American Continental Academy and indicate what further action you must take in order to be admitted and register for classes.

REMEMBER:

If you follow the instructions listed above (in the proper order) you will experience a smooth transition into the next phase of your education. IF YOU FAIL TO FOLLOW THE INSTRUCTIONS LISTED ABOVE, you will experience delays in gaining admission to a school.

UNOFFICIAL TRANSCRIPTS or a copy of a high school diploma ARE NEVER ACCEPTABLE FOR ADMISSION. It does not matter what school you graduated from.

OFFICIAL TRANSCRIPTS can only be accepted if they are mailed directly from the high school you graduated from to the technical school/college. THERE IS NO WAY ANY DOCUMENT RECEIVED DIRECTLY FROM THE STUDENT CAN BE CONSIDERED AN OFFICIAL TRANSCRIPT.

**If any portion of these instructions is unclear to you,
please contact our Student Services Department at:**

1-888-552-7793.