

# Instructions for Enrolling in Vocational / Technical School or College

Continental Academy offers a thorough and accredited high school completion program. 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 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 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 continental academy diploma or unofficial copy of your 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 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 Continental Academy. The only documentation that you need to give them is a completed admissions application.**

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(CONTINUED FROM PAGE ONE)

## Instructions for Requesting Official Transcripts From 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 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.continentalacademy.com](http://www.continentalacademy.com); or
  - b. Call Continental Academy's Student Services Department at 1-800-605-8677 and ask to have an Transcript Request Form mailed to you.
2. Upon receipt of your completed Transcript Request Form and payment, 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 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 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:

**1-800-605-8677.**

# CONTINENTAL ACADEMY TRANSCRIPT REQUEST FORM

Graduate First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

This document is an official Transcript Request Form for Continental Academy Graduates. In order to have your transcript(s) request processed promptly: 1) COMPLETE THIS FORM: Follow the instructions in SECTION 1 to indicate where you would like your official transcript(s) to be sent. You may select up to two (2) destinations per form. 2) PROVIDE A MONEY ORDER or PROVIDE CREDIT CARD INFORMATION for the correct amount. Each official transcript requires a \$15.00 payment. If you would like to have your transcripts sent via FedEx, you must include an additional \$32.00 per destination. NOTE: if you elect to have your transcripts sent by FedEx, your transcripts will be sent overnight ONCE THEY ARE PREPARED. Selecting FedEx delivery DOES NOT MEAN your transcripts will be prepared overnight. 3) SEND THIS FORM AND PAYMENT INSTRUMENT (MONEY ORDER IF ANY) to Continental Academy / Office of Academic Records 3241 Executive Way, Miramar, FL 33025. If you are paying by credit card, you may also fax this COMPLETED form to 954-538-0425 (Attention Office of Academic Records).

**SECTION 1: Where do you want your transcripts sent?**

**DESTINATION 1:**     School     Employer     Student's Home     **\*\* SEND BY FEDEX (Include an additional \$32.00)**

School / Company Name: \_\_\_\_\_  
 \* Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Attention / Telephone Number for FedEx: \_\_\_\_\_

**DESTINATION 2:**     School     Employer     Student's Home     **\*\* SEND BY FEDEX (Include an additional \$32.00)**

School / Company Name: \_\_\_\_\_  
 \* Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Attention / Telephone Number for FedEx: \_\_\_\_\_

**\* ATTENTION:** It is the responsibility of the graduate or his/her parent/guardian to provide Continental Academy with a COMPLETE mailing address for the transcript destination, including department, office or contact name/title. PLEASE BE AWARE that many colleges, universities, technical schools and employers have very large and/or multiple campuses. Unless a specific destination address is provided, it is likely that your transcript will be lost or misplaced by the receiving institution or employer. NO employee or agent of Continental Academy will undertake research in order to find the correct, complete mailing address for your intended transcript destination. YOUR TRANSCRIPT(S) WILL BE SENT TO THE ADDRESSES(ES) YOU INDICATE ON THIS FORM.

**\*\* PLEASE NOTE:** Federal Express (FedEx) WILL NOT deliver to a P.O. Box. You must provide a PHYSICAL MAILING ADDRESS and a telephone number that RINGS TO THAT ADDRESS in order to receive FedEx service.

I Authorize Continental Academy to release my student records (Transcripts) to the parties listed above.

Student/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2: Payment**

**PAYMENT AMOUNT:** \$ \_\_\_\_\_ (\$15.00 per recipient + \$32.00 for each destination to be sent by FedEx)

Money Order Enclosed     Charge to Credit Card - Amount to be Charged: \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Valid Thru: \_\_\_\_\_

Name as it appears on the Credit Card: \_\_\_\_\_

Credit Card Billing Address:  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Holder Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Note: VERY IMPORTANT!** If this transcript is for college or vocational school, the transcript MUST be mailed directly from Continental Academy to the institution in order for the transcript to be considered OFFICIAL. The college/vocational school to which you are applying WILL NOT accept transcripts handed to them by you. We can also mail one to your home. If this is the case, write your college/vocational school address to which you are applying and your home address.

**PLEASE ALLOW UP TO TWO (2) WEEKS FOR PROCESSING AND DELIVERY.**