TRANSCRIPT ASSESSMENT POLICY
Reviewed April 2020

REQUIREMENTS
If a transcript is received in a language other than English, WCBCS personnel may take one of the following steps:

Step #1: Contact a local high school or college language teacher/professor to ask for their assistance

Step #2: Use a respected third-party agency qualified to translate the transcript into English at the expense of the student

Step #3: Contact the school that sent the transcript directly to see if there is someone who can translate it into English

Administration Approval
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