

High School Diploma Policy

As a condition for enrollment, Ea La Mar's Cosmetology & Barber College requires that all students provide valid proof of education. This includes a copy of a prospective student's high school diploma, high school transcript (a copy of a high school transcript will be accepted provided it has been notarized to be a true and exact copy of the original.) or a High School Equivalency (HSE). Missouri's current high school equivalency test was developed by the Educational Testing Service (ETS) and is called the HiSET.

. These documents need to be presented to the admissions department no later than the day of orientation. All diplomas/ transcripts or official documents must be presented to the admissions office with the school/institution logo or faxed/emailed from the official school/institution where the student received the transcript/diploma or official document. Documents can also be from the Missouri Department of Elementary and Secondary Education.

The admissions director will review all high school diplomas, HSE and transcripts to confirm that they are official documents. No student will be admitted if the admissions director does not have documentation that properly validates high school graduation.

If high school information appears to be questionable the student will be notified by mail/email or via phone. The official transcript will be requested and evaluated by the director of admissions prior to enrolling the student. Particular attention shall be paid to situations involving online diplomas.

Upon receipt, the director of admissions shall review the transcript with particular attention to the student's date of entry and graduation date. Sufficient time lapse should occur between such dates.

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When presented with a copy of a high school diploma or transcript that is questionable the following steps are taken to verify that the high school diploma is legitimate:

1. Search the Mo Department of Education for the school's code. If the school does not have a code, the applicant must obtain a HSE @ <https://dese.mo.gov>
2. Search the State Department of Education's website or the actual school's website if the student obtained a high school diploma from an outside state.

If the high school information cannot be verified, the student will be required to take and pass a HiSET test prior to enrollment.