

HIGH SCHOOL TRANSCRIPT ASSESSMENT REQUEST

De Anza can consider your high school transcript when assessing for placement into the math and English course sequence.

Follow these steps to become eligible for a high school transcript (HST) assessment...

1. Apply to De Anza and have a student ID number.
2. Take the math and/or English placement test(s) at De Anza.
 - Review placement test results**, visit:
 - MyPortal.fhda.edu > Registration Tab > View My Placement Test Results
3. Submit an *official* or *unofficial* high school transcript to the De Anza Assessment Center.
 - If you can, **submit a copy** of your transcript at the time of your test!
4. Complete this form and return to the De Anza Assessment Center:

Email: daassessment@fhda.edu

Mail -or- Drop off: Assessment Center, RSS 144, 21250 Stevens Creek Blvd. Cupertino, CA 95014

Student Information:

Name: _____ De Anza Student ID# _____ Date: _____

Email: _____ Phone: _____

High School Transcript Information:

Have you **previously submitted** a high school transcript to De Anza? (Check applicable box below.)

- Yes (Note: De Anza only keeps **official** transcripts on file.)

 No, but my transcript is attached here!

Processing Notes:

- Transcript assessment processing time and posting of HST English placement will depend upon transcript submission date to De Anza. Transcript assessment for HST math placements will be posted within five (5) business days.
- **We will email you when process is complete!** Results will be posted on your MyPortal Account – Look for your **HST Result!**

FOR OFFICE USE ONLY – Do not complete

Date Processed: _____	MATH Verification of Test:	EWRT Verification of Test:	READ Verification of Test:
Received by: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Email <input type="checkbox"/> Mail/Drop Off	<input type="checkbox"/> No Record; Ineligible.	<input type="checkbox"/> No Record; Ineligible.	<input type="checkbox"/> No Record; Ineligible.
HST Type:	Math HST Result & SOATEST:	EWRT HST Result & SOATEST:	READ HST Result & SOATEST:
<input type="checkbox"/> Unofficial HST	<input type="checkbox"/> MATH 210 (2MMM= 00 / 2RMP= 00)	<input type="checkbox"/> EWRT 200 (2MME= 10 / 2Q1P= 10)	<input type="checkbox"/> READ 200 (2MMR= 10 / 2Q2P= 10)
<input type="checkbox"/> Official HST*	<input type="checkbox"/> MATH 212, 217 (2MMM= 10 / 2RMP= 10)	<input type="checkbox"/> EWRT 211 (2MME= 20 / 2Q1P= 20)	<input type="checkbox"/> READ 211 (2MMR= 20 / 2Q2P= 20)
*If OFFICIAL transcript, forward to Evaluations	<input type="checkbox"/> MATH 114 (2MMM= 20 / 2RMP= 20)	<input type="checkbox"/> No Dev. EWRT Req. (2MME= 30 / 2Q1P= 30)	<input type="checkbox"/> No Dev. READ Req. (2MMR= 30 / 2Q2P= 30)
<input type="checkbox"/> Completed	<input type="checkbox"/> MATH 10, 11, 41, 44, 46 (2MMM= 30 / 2RMP= 30)	<input type="checkbox"/> If no Dev. EWRT & READ Req. then EWRT 1A (2MLA = 1300)	
<input type="checkbox"/> N/A			