



Validate My Education

Transcript Evaluation Services

ValidateME! Process for Region 10

~STUDENT ARRIVES FROM A FOREIGN COUNTRY~

With Academic Records

Without Academic Records

1. www.validate-me.org
2. Click **REQUEST FOR EVALUATION** button on home page
3. Choose “**YES, I have student records**”
4. Provide all **Student** and **requesting School** information
5. Type **REGION 10** in the Co-op box
6. Once submitted **ValidateME!** reviews and approves the **REQUEST FOR EVALUATION**
7. Upon approval, requesting school instantly receives an email with link to upload academic records. **Link may be reused.**
8. Once academic records are received, **ValidateME!** begins the evaluation process
9. **ValidateME!** emails school the final, notarized evaluation via secure/encrypted link within 5 business days and original via U.S. Mail within 1-2 weeks

1. www.validate-me.org
2. Click **REQUEST FOR EVALUATION** button on home page
3. Choose “**NO, I need records procured from Mexico**”
4. Provide all **Student** and **requesting School** information
5. Type **REGION 10** in the Co-op box
6. Provide all prior **MEXICAN** schooling information required for procurement (secundaria and/or preparatoria)
7. **ValidateME!** requests official records from the appropriate institution(s) in the student’s home country
8. **ValidateME!** emails school the final, notarized evaluation via secure/encrypted link within 2-3 weeks* and original via U.S. Mail within 1-2 weeks after

A School District may request **ValidateME!** procure official report cards/transcripts if the student arrives without official documents. (Mexico ONLY)

* Record procurement and evaluation timeline is dependent on foreign institution(s).

SCHOOL RECEIVES NOTARIZED CREDIT EQUIVALENCY FORM FOR APPROPRIATE GRADE LEVEL AND ACADEMIC PLACEMENT