



High School Diploma Program Document Checklist

*In order to enroll in the upcoming semester, please submit the following materials as soon as possible.

___ 1. **Proof of Age** – This may include a birth certificate, a passport, a baptism certificate, a driver’s license, a Mass ID, or alien registration card.

Note: If you are under 18 upon enrollment, you will need to have an adult attend at least one enrollment session to sign paperwork with you.

___ 2. **Official Transcripts** – Prior to enrolling, we need to have official (signed and sealed) transcripts from all previous high schools attended.

___ 3. **Attendance Records** – Prior to enrolling, we need to have official attendance records from your most recent high school attended.

___ 4. **Letter of Withdrawal** – In some cases, you will need an official letter from your last school stating that you have withdrawn.

___ 5. **Residency** - Copy of your lease or a landlord statement, or another official document such as a bill in your name.

___ 6. **Citizenship** – Birth Certificate, Green Card, Passport

___ 7. **Selective Service Completion** – If you are a male student who is 18 or older, you need to show that you have registered with the Selective Service. You can complete that step at NDEC if needed.

___ 8. **Writing Sample** – During one of your enrollment meetings, you will need to complete a writing sample.

___ 9. **Intake Paperwork** – You will need to complete the intake packet with a staff member of the HSDP.

* All information on this application is considered private and confidential.