How to Track Down your High School Diploma

Verifying your high school education on your Wisconsin Registry profile will help raise your **Career Level** and preliminary qualify for more positions in child care. There are a few different **Acceptable Documents** the Wisconsin Registry can accept to verify your date of high school graduation during the membership application process. If you can't find your high school diploma, and you don't have another Acceptable Document to prove your high school graduation, like a DPI License, Out of State license or Official College Transcript, don't panic! There are resources available to help you locate your records, even if your high school has closed.

Reach out to your high school or the school districts office.
» High schools and school districts are the best resource to check first. They can often provide proof of graduation through a replacement diploma or a transcript showing your graduation year. You can look up your school district's information on the **NCES website**. For private schools, please use **this link**.

Check Parchment.com
» Many high schools partner with Parchment, a transcript ordering service, so that you can order transcripts showing your high school graduation year online.

Contact the Department of Education in the state where you attended High School
» The Department of Education has records of current and past high schools and should be able to guide you in the right direction to retain a copy of your diploma or transcript.

Contact Wisconsin Department of Public Instruction
» Contact the Wisconsin Department of Public Instruction for your GED/HSED transcripts.

Unlike official college transcripts, which must be sent directly to the Wisconsin Registry by the transcript ordering service, once you have a copy of your high school diploma or transcript, you should keep the original for yourself and send a copy to the Wisconsin Registry using one of the following methods:

support@wiregistry.org

608-222-9779

**Wisconsin Registry
2908 Marketplace Dr
Suite #103
Fitchburg, WI 53719**

If you continue to have difficulty locating your high school records, email us at **support@wiregistry.org**. We are here to support child care professionals!