



*A message from:*

**Jody Gennrich**

Director of Operations

**May 21, 2019**

Greetings!

Beginning on **July 1, 2019**, The Registry will require documentation to verify a High School Diploma, High School Equivalency Diploma (HSED) or General Education Diploma (GED).

This requirement better aligns with licensing regulation [DCF 251.05](#), which details staffing qualifications in a licensed group center. Without verification of a High School Diploma, HSED, or GED, individuals will not meet the preliminary qualifications for the following licensed positions:

- Child Care Teacher
- Administrator Center Director 50 or fewer
- Center Director 51 or more in a licensed group center

These positions will no longer be listed on [Registry Certificates of Achievement](#), effective July 1, 2019, if a High School Diploma, HSED, or GED is not verified on a Registry member's profile.

It is highly recommended that ALL REGISTRY MEMBERS log in and check if their High School Diploma, HSED, or GED is verified. Please use the instructions below.

Individuals who have their High School Diploma, HSED, or GED verified on the Education page of their Registry profile, do not need to take any action at this time.

Individuals who do not have their High School Diploma, HSED, or GED verified by The Registry are advised to submit proper documentation to meet the current licensing regulation.

Documentation, specifically needed to verify a High School Diploma, HSED, or GED, will be immediately processed and verified by The Registry for individuals with a current Registry membership. Current members can submit this documentation without a membership renewal if submitted to The Registry before **July 1, 2019**.

**Please note:** If an individual's Registry membership is expired OR if a current Registry member submits documentation of a High School Diploma, HSED, or GED **after July 1, 2019**, the individual will be required to renew his/her Registry membership before any documentation can be processed and verified.

If you have any questions regarding this update, please [contact us](#) for assistance.

Sincerely,

*Jody Gennrich*  
Director of Operations

## NEXT STEPS

*The following steps are how Registry members can check to see if their High School Diploma, HSED, or GED are verified. It is recommended that all members check the Education page in their Registry profile.*

Summary	Personal	Education	Employment	Training	Professional	Reports
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### Education

High School

Graduation Year 2008



SELF REPORTED

1. [Log in](#) to your Registry account and click on the Education tab at the top of your screen (see picture above).
2. If your High School Diploma, HSED, or GED is listed as **SELF REPORTED** (as shown in the picture above), it is highly recommended you email, fax, or mail documentation to verify your High School Diploma, HSED, or GED to The Registry before July 1, 2019. The Registry will

process and verify this information without a membership renewal for current members only. If it is listed as **VERIFIED**, you have no further action to take.

**Please Note:** *Any documentation that is received after July 1, 2019, will require Registry membership renewal. Individuals with an expired Registry membership must renew and send in documentation to have a High School Diploma, HSED, or GED verified by The Registry.*

## FAQs

### **What type of documentation will The Registry accept to verify a High School Diploma, HSED, or GED?**

The Registry accepts the following types of documentation for verifying a High School Diploma, HSED, or GED. Only one item from the following list needs to be submitted for verification:

- A copy of a High School Diploma.
- A copy of a High School Transcript confirming the date of graduation.
- An official letter on school letterhead from the School District stating your conferred graduation date.
- A copy of your GED or HSED issued by the Department of Education from the state where the GED or HSED was completed. For Wisconsin, contact the [Department of Public Instruction](#).
- A copy of an Evaluated Foreign Higher Education Transcript or High School Diploma from an accredited [foreign credential evaluation agency](#).
- A copy of a state verified Professional Educator Teaching License.
- A copy of a Degree Diploma from a regionally accredited college or university showing the date of graduation or conferment.
  - Please see the [Council for Higher Education Accreditation](#) for more information regarding regionally accredited colleges and universities.
- Official Transcripts from an accredited college or university that indicates a degree program enrollment or completion of high school graduation on the transcript. The college or university transcripts must be sent directly to The Registry in an unopened, originally sealed envelope, or by secure email directly from the school to the Registry. If a degree program is not declared on the transcripts, The Registry cannot verify high school graduation.

## How do I send documentation to verify my High School Diploma, HSED, or GED?

The Registry can accept the approved documentation by email, fax, or mail, with the exception of official college transcripts. Please see the above section for the approved methods of sending official college transcripts.

**Email:** [support@the-registry.org](mailto:support@the-registry.org)  
**Fax:** 608-222-9779  
**Mail:** The Registry  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719

## How do I get a copy of my High School Diploma?

If your high school has had a tragic accident or lost all of its records, you can contact your school district directly to ask how to retain a copy of your diploma or transcript. If your high school is no longer in operation or is closed, use the following steps to track down a record of your graduation:

1. Reach out to your school's district office. Search online by entering the school district and the state it was located to find the contact information. If this doesn't bring up your school district's information, you can also search by school district on the [National Center for Education Statistics \(NCES\) website](#). If you attended a private school, you can search on the [Search for Private Schools](#) tool on the NCES website.
2. If you still cannot find your school district, this might mean the district no longer exists. In this case, you can contact the [Department of Education](#) in the state 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.

Once you have a copy of your High School Diploma or transcript, keep the original for yourself and send a copy to The Registry.

**Please Note:** *The only case where original documentation is required is in the case of official college transcripts.*

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