

Web-Centric ACP Transcript Instructions

Official Conferred Bachelor's Degree: Web-Centric ACP needs an official conferred transcript of your bachelor's degree.
Contingency admission applicants should order their transcript at the beginning of their last semester of coursework.
Note: Transcripts need to be ordered directly to WCACP and less than 2 years old - Unofficial emailed copies are not accepted.

Preferred Method: Official Electronic transcripts should be submitted to: wbrasher@etools4education.com

Parchment Link: <https://www.parchment.com/order/my-credentials/>

National Student Clearinghouse Link: <https://tsorder.studentclearinghouse.org/school/select>

Other Electronic Methods: If your school does not use Parchment or National Student Clearinghouse, you can order it using the electronic method your school uses; however, we must be able to verify if it is official.

NOTE: Occasionally, schools will block official electronic transcripts from being saved or printed. It is rare that this happens. If your transcript arrives and we are unable to save or print an official, we will let you know. You will then need to contact your school and have an official transcript physically mailed to us.

Alternate Method: Mailing Address (must remain in a sealed envelope from your school and be less than 2 years old)

etools4Education, LLC

9801 Westheimer Rd Ste 300 #1033

Houston, TX 77042

Additional transcripts needed:

The state requires documentation of the date, class, grade, and GPA calculations of all transfer work. If your primary transcript does not include this information, unofficial copies of prior transcripts can be emailed to wbrasher@etools4education.com. Graduate school transcripts can also be unofficial and emailed.

Graduated Outside United States:

Please review website link: <https://www.online-distance-learning-education.com/admission-requirements/fte.html>

We recommend that all testing requirements be met prior to ordering an evaluation. Once requirements are met, an official course by course evaluation needs to be prepared by a TEA approved evaluation company and physically mailed from the evaluation company to WCACP. Electronic versions or copies will not be accepted. Evaluations must be less than 2 years old.