

# ECA Completion Packet - Frequently Asked Questions (FAQs)

***\*\*Read this document before emailing or calling about your ECA Completion Packet, transcripts and/or your Diploma\*\****

## When can I expect to receive my ECA Completion Packet?

Your academic record takes time to review and verify completion status once EMU final semester grades are posted. In general, the timeline is:

- **Winter** (end of April) Completers: After Completer Exit Meeting in May (date will vary)
- **Summer 1** (end of June) Completers: 2-3 weeks after the semester subterm closes and ECA/EMU grades have been posted, usually by the second week of July.
- **Summer 2** (mid-August) Completers: 2-3 weeks after the semester subterm closes and EMU grades have been posted, usually by the last week of August.
- **Fall** (end of December) Completers: 2-3 weeks after the semester closes and ECA/EMU grades have been posted, usually by the last week of December/first week of January.

Completion Packets are emailed to your emich email address.

## What if I don't receive an ECA Completion Packet?

If you don't receive an ECA Completion Packet, this means that you **have not** completed all of the ECA program completion requirements by your scheduled Completion Term. **You are not a high school graduate at this point.**

You and your CORE advisor will receive an email stating what you need to do in order to complete the ECA Program Completion requirements. Once you fulfill those requirements, you will receive your ECA Completion Packet.

## What do I do once I receive my ECA Completion Packet?

Your Completion Packet will contain:

- Withdrawal Form removing you from the ECA program
- ECA Audit showing the completed courses used to satisfy Michigan's high school graduation requirements
- Completion Letter which provides the contact information to request your high school diploma and final, degree-posted transcript from your ECA Home District and Building
- Copy of your Final ECA transcript (unofficial)

Once you receive your ECA Completion Packet, look for the **COMPLETION LETTER (page 3 of packet)**. This letter contains the contact information for the person at your ECA Home District and building to inquire about how and when you are able to obtain your high school diploma. This is also the person you should ask about how to request a copy of your final, degree-posted high school transcript that shows that you have completed high school.

You are responsible to request your high school diploma and final, degree-posted high school transcript directly from your ECA Home District. Contact your ECA Home District for information on how to request your final, degree-posted transcript. You will need your ECA Home District's final, degree-posted high school transcript sent to the post-secondary school(s) you plan to apply to or attend or potential employers.

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## Which transcripts should I have sent to colleges or employers?

You should have the transcripts from every high school you have attended sent to the colleges you have selected. This includes:

- Any previous High School, including home school, that you attended prior to starting the ECA (if applicable) - contact that building directly
- ECA - Parchment.com
- Your ECA district high school - contact information provided on your Completion Letter for final, degree posted transcript.
- Eastern Michigan University - Official EMU Transcripts can be requested directly through the National Student Clearinghouse or through your emich account
  - Log into my.emich
  - In the "Student Academic Services" card, click on the "Your Academic Records" link (a new window may open)
  - Click on "Request Printed Transcript"
  - Click on the "Continue to NSC" button. A new window will open.
  - Follow the directions.
- Washtenaw Community College or other post-secondary institution - Official WCC or other post-secondary transcript can be requested directly from the institution. Contact the institution with any questions.

## Final Reminders....

- **You must return all books, materials and technology to Mr. Patel.**
- **Do not** contact your district school until you have received your ECA Completion Packet. Your ECA Home District will receive your Completion Packet at the same time it is sent to you.
- Contact the individual listed on your **COMPLETION LETTER (Page 3)** of your Completion Packet about picking up your diploma and about the process for obtaining/sending your final, degree-posted high school transcript.
- If you **do not** receive an ECA Completion Packet, you **have not** completed all ECA Program Requirements. Look for an email with next steps. You **MUST** complete all requirements in order to receive your Completion Packet. **You are not a High School Graduate at this point.**
- **DO NOT CONTACT THE ECA TO REQUEST YOUR HIGH SCHOOL DIPLOMA OR ECA HOME DISTRICT'S FINAL, DEGREE-POSTED TRANSCRIPT.**
  - Diploma Questions - ECA HOME DISTRICT
  - Final, Degree-Posted Transcript - ECA HOME DISTRICT
  - EMU Transcript - your my.emich or National Student Clearinghouse (directly)
  - ECA Transcript - [Parchment.com](https://www.parchment.com)
  - Any other previous high school transcript(s) - Contact each individual school for information

Questions? Reach out to the Records Department: [records@earlycollegealliance.info](mailto:records@earlycollegealliance.info)