



# MISSING TRANSCRIPTS & TRANSCRIPT EVALUATIONS



## Missing Transcripts

According to the Randolph-Macon Academy transcript policy, we require domestic school transcripts, signed and official, no later than 60 days before the start of the academic school year. International transcripts must be received, signed, and official, no later than 45 days before the start of the academic year, and evaluated and Certified 90 days after enrollment.



## Where to Send Transcripts

**Email:**  
Academics@rma.edu

**Mail:**  
Randolph-Macon Academy  
Attn: Academics  
200 Academy Dr.  
Front Royal, VA 22630

**Fax:**  
540-636-5366



## Transcript Evaluations for International Schools

If you previously attended an international institution/school at the high school level, you must have your transcript evaluated. Colleges expect to see all grades from 9th through 12th grade. These must be turned into R-MA.

**The evaluation must include:** Course-by-Course Evaluation AND Grade Point Average



## R-MA Approved Evaluation Agency:

**Education Evaluators International, Inc.**  
3000 Marcus Ave, Suite 1E6  
Lake Success, NY 11042  
401-521-5340 | 401-515-4065 Fax  
email: eval@educei.com  
www.educei.com