



## OFFICIAL TRANSCRIPTS

Faculty and professional staff are required to request official transcripts to be sent to the Human Resources Department for the employee's personnel file. Transcripts of all post secondary, graduate and post graduate coursework may be requested for the file. Highest degree earned transcripts are mandatory as well as transcripts used to qualify for employment positions, if different than highest degree earned transcripts. Transcripts should be requested by the employee during the first month of employment and should be sent directly to the Human Resources Department. If the official transcripts were sent to the Human Resources Department as part of the application process, these will suffice. Signature below acknowledges compliance with this policy

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_