

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1000 STREET  
SACRAMENTO 95814  
(916) 445-0233



February 23, 1982

81-8227

TO: Deans and Directors of Teacher Education Institutions,  
County Superintendent of Schools, and Selected District  
Superintendents of Schools

FROM: John F. Brown, Executive Secretary

SUBJECT: Official Transcripts; Request for your opinion on optional  
ways to implement

BACKGROUND:

Prior to August of 1971, when the credentialing process was under the Department of Education, official transcripts were required by the Licensing Unit before a credential was issued. At that time an applicant's suspense file was maintained pending receipt of the official transcript from the institution of higher education. This process required a great deal of clerical time to match the official transcript with the suspense file. (Official transcripts bear the seal of the institution or the signature of the registrar or both.)

When the Commission for Teacher Preparation and Licensing came into existence in 1971, suspense files were eliminated and the complete application concept was instituted. The complete application packet concept was designed:

1. To eliminate the suspense file and the inordinate amount of clerical time it required to maintain;
2. To accept unofficial records from the institutions of higher education because at that time many colleges would not issue an official transcript to the applicant--but only to the state agency;
3. To speed up the process in the Commission office.

Some reasons why we are now reviewing this practice are:

1. Almost all colleges will now issue an official transcript to the applicant;
2. The Commission certification officers favor an official transcript. The major reasons for this are: (a) greater assurance of authenticity; (b) more legible; (c) deterrent to individuals who might alter documents; (d) photocopying processes are continually improving, making alterations more difficult to detect.
3. The requirement of an official transcript has become the common practice for colleges, professional schools and the Licensing branch in other states. For example, the admission's office

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at the California colleges contacted and the credential's office in the six states contacted, all require an official transcript.

The magnitude of the problem and possible solutions was discussed with the 200 participants of the Credential Counselors and Analysts of California (CCAC) conference in October 1981. The opposition to a requirement that the official transcript be part of the completed application was almost unanimous. The time it would take applicants to get their official transcript and the consequent hold-up of the application was the major point of opposition.

There was, among the participants of the CCAC conference, general understanding, concern and agreement with the rationale for an official transcript. The real issue was, which agency or institution should be responsible to "verify true copy" or have the official transcript "in-hand."

The issue of official transcripts was discussed by the Licensing and Professional Development Committee in October and December, 1981. In December, 1981, the Commission took the following action:

"that the options presented to colleges with approved programs, all county offices and a random sample of school districts be submitted in questionnaire form; and that based on responses to the questionnaire one of the options presented or an approved alternate be adopted."

Questionnaires are being sent to all colleges with approved credential programs, all county superintendents of schools, and a sampling of school district superintendents. Colleges may find it appropriate to have the credential analyst or the admission's officer complete the questionnaire; while county and district superintendents may find it appropriate for directors of personnel or credential analysts to complete the questionnaire. Whomever you assign to complete the questionnaire, please know that the information will be utilized and very much appreciated.

If you have questions, please call Dr. Dick Mastain at (916)445-0233.

Attachment: Questionnaire

Commission for Teacher Preparation and Licensing

QUESTIONNAIRE: OFFICIAL TRANSCRIPTS  
(Colleges and Universities)

Some of the following options were discussed or suggested at the C.C.A.C. conference and some were suggested by Commission staff. Please indicate your preference of the options presented or suggest an alternate option that, in your opinion, would provide a viable solution to the problem.

- A. The option preferred by this institution for individuals recommended by the college/university or individuals who receive their credential document directly from the IHE (institutional issuance) is checked below:
1. Require the IHE to verify that the xerox copy is an authentic duplicate of the official transcript; \_\_\_\_\_
  2. Require the IHE to describe, on a one-time basis, their procedure for verifying the authenticity of the transcript; \_\_\_\_\_
  3. Continue the present procedure. \_\_\_\_\_
- B. The option preferred for individuals whose application is submitted by an IHE, without a recommendation, is checked below:
1. Require the IHE to verify that the xerox copy is an authentic duplicate of the official transcript; \_\_\_\_\_
  2. Require the IHE to describe, on a one-time basis, their procedure for verifying the authenticity of the transcript; \_\_\_\_\_
  3. Require the applicant to submit an official transcript. \_\_\_\_\_
- C. The option preferred for individuals who apply directly to the Commission is checked below:
1. Require the applicant to submit an official transcript; \_\_\_\_\_
  2. Continue to accept a xerox copy of the transcript; \_\_\_\_\_
  3. Other (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Other options (please be specific)

Please return in the enclosed self-addressed envelope by March 15, 1982.

Commission for Teacher Preparation and Licensing

QUESTIONNAIRE: OFFICIAL TRANSCRIPTS  
(County Superintendent of Schools office)

Some of the following options were discussed or suggested at the C.C.A.C. conference and some were suggested by Commission Staff. Please indicate your preference of the options presented or suggest an alternate option that, in your opinion, would provide a viable solution to the problem.

A. The option preferred by this agency for individuals whose application is submitted by the County Superintendent of Schools office is checked below:

1. Require the county office to verify that the xerox copy is an authentic duplicate of the transcript; \_\_\_\_\_
2. Require the county office to describe, on a one-time basis, their procedure for verifying the authenticity of the transcript prior to a specified salary payment date: i.e., October 1st., November 1st. or some reasonable date. \_\_\_\_\_

B. The option preferred for individuals who apply directly to the Commission is checked below:

1. Require the applicant to submit an official transcript; \_\_\_\_\_
2. Continue to accept a xerox copy of the transcript; \_\_\_\_\_
3. Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Other options (please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Commission for Teacher Preparation and Licensing

QUESTIONNAIRE: OFFICIAL TRANSCRIPT  
(Selected District Superintendents of Schools)

Some of the following options were discussed or suggested at the C.C.A.C. conference and some were suggested by Commission Staff. Please indicate your preference of the options presented or suggest an alternate option that, in your opinion, would provide a viable solution to the problem.

- A. The option preferred by this agency for individuals whose application is submitted by the school district is checked below:
1. Require the school district to verify that the xerox copy is an authentic duplicate of the transcript; \_\_\_\_\_
  2. Require the school district to describe, on a one-time basis, the procedures used by the school district to verify the authenticity of transcripts. \_\_\_\_\_
- B. The option preferred for individuals who apply directly to the Commission is checked below:
1. Require the applicant to submit an official transcript; \_\_\_\_\_
  2. Continue to accept a xerox copy of the transcript; \_\_\_\_\_
  3. Other (specify) \_\_\_\_\_  
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- C. Other options (please be specific) \_\_\_\_\_  
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