

## COMMISSION ON TEACHER CREDENTIALING

1020 O STREET  
 SACRAMENTO, CALIFORNIA 95814  
 916/445-0184



OFFICE OF THE EXECUTIVE SECRETARY

1 August 1983

83-8402

TO: All Individuals and Groups Interested in the  
 Activities of the Commission on Teacher Credentialing

FROM: John F. Brown, Executive Secretary *John F. Brown*

SUBJECT: Official Transcripts

Effective September 1, 1983, we will implement the Title 5 Regulations Section 80435 requiring official transcripts. Any application received in this office on or after that date must contain transcripts that comply with this regulation. Following is the Title 5 Regulation with comments that should help us all implement this change.

80435. OFFICIAL TRANSCRIPT

- (a) For purposes of authenticity and legibility, official transcripts or verification-of-true-copy will be required with each application, for a credential, certificate or permit, submitted on or after September 1, 1983;
- (b) California colleges with approved programs, school districts, county offices, and other state agencies shall meet this requirement either by submitting official transcripts with the application or by verification of the copy as a true-copy of the official transcripts by one of the following means:
  - (1) a recommendation by the college for the credential;
  - (2) a statement submitted to the Commission, on a one-time basis, by the college, school district, county office or other state agency describing their internal procedure or policy verifying the authenticity of the transcript;

NOTE: Attached is a form to be used for the one-time verification.

- (3) a statement or stamp signed or initialed by the designated agency representative verifying each set of transcripts, that the copy is an authentic duplicate of the official transcript;
- (c) Applicants applying directly to the Commission, for a credential, certificate, or permit shall be required to submit official transcripts with the credential application;

NOTE: In those rare instances when a college refuses to release official transcripts directly to an applicant, making it difficult for the applicant to comply with this regulation, the applicant should arrange to mail the application to the college and ask the college to forward the application to the Commission office after attaching the official transcripts.

- (d) Applications submitted with illegible transcripts, or submitted by colleges, school districts, county offices or other state agencies who have not met the requirements specified in subsection (b) shall be returned to the sender for proper verification or for official transcripts.

NOTE: Any application submitted to the Commission office without the proper official transcript verification will be returned to the college, school district, or county office of education submitting it. In these cases the agency that submitted the materials remains responsible for completing the application.

If it is necessary for the college, school district, county office of education, or other agency to submit an incomplete application with transcripts that cannot be verified as official, as required by this regulation, the agency should include in writing an explanation of the reason why the incomplete application is being submitted. If that agency no longer wishes to be responsible for the application, the agency should request the Commission staff to contact the applicant directly for the needed materials.

- (e) An official transcript is defined as one that bears the signature in ink of the registrar and/or the impressed seal of the institution.

Any questions regarding this regulation can be directed to our Information Services Office at 916/445-7254 between 12:30 and 4:30 p.m.

TO: COMMISSION ON TEACHER CREDENTIALING

1020 O Street, Room 222  
Sacramento, CA 95814

ATTN: Jean Dwelle

VERIFICATION OF OFFICIAL TRANSCRIPTS

\*Agency \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

This is to serve as a one time verification that any application date-stamped by the above agency contains true copies of the official transcripts seen at this office.

Our procedure for verifying the authenticity of transcripts is as follows:

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Supervisor, Credentials Section

\_\_\_\_\_  
Date

\* School district use name and county as listed in the California Public School Directory 1983