**Definition:** A transcript is documentation of a student’s permanent academic record, which usually means all courses taken, all grades received, all honors received, and degrees conferred to a student.

**Also Known As:** school transcript, academic transcript, college transcript, academic record
Lurleen B. Wallace Community College requires applicants to submit copies of transcripts when applying for a position. Before submitting an application packet, please read the following paragraphs regarding transcripts and their submission for applications of employment.

Tip: Because it may take some time for schools to forward your transcripts, you are encouraged to have available legible photocopies of your official academic records. You **MUST** include copies of transcripts along with the rest of the required documents in your application packet.

**Official Transcripts**

Official transcripts often bare a security watermark in the paper on which the transcript is printed and bare the signature of the counselor, principal, or registrar who certifies the document. When employers require an official transcript, it must be requested by the student or alumnus and sent directly from the high school or college to the Human Resources Office. High school students/graduates should contact the Guidance Office and college students/graduates should contact the Registrar’s Office to have an official transcript sent.

**Unofficial Transcripts**

If an unofficial transcript is requested, it is acceptable to send a photocopy, faxed copy, or a downloaded copy of a transcript as long as the copy is legible and contains the required information.

Each unofficial transcript must document:

- the identification of the student
- the identification of the institution
- titles of courses and examinations you completed
- grades (marks) you received
- credit, hours, or units earned
- any diploma, certificate, or degree you received
- the date that the diploma, certificate, or degree was conferred
Which Transcripts Do I Need To Submit With My Application Packet?

When **applying** for a position at LBWCC, you may submit **UNOFFICIAL** transcripts. If chosen for the position, you will be required to submit **OFFICIAL** transcripts from all schools and colleges you have attended regardless of your length of attendance or whether you believe the credit is transferable.

**Frequently Asked Questions**

Q. The position announcement states that transcripts are required. Do I need my school to submit original unopened transcripts for my application packet?

A. No, this is not necessary. You are required to submit unofficial transcripts. Official transcripts are only required if you are selected for the position. We do not accept unofficial or official transcripts that are submitted after the application deadline from the school or from the applicant.

Q. How do I know if transcripts are required in the application packet?

A. Please read the entire position announcement. Under the section titled “Application Procedure” you will see a checklist describing each item that must be included for your application packet to be considered complete. This checklist will indicate if you are required to submit unofficial transcripts with your application packet. If required, you must submit unofficial transcripts regardless of your years of work experience.

Q. I emailed/faxed all of my application information to the LBWCC Human Resources Office. Should I also send a copy and/or the originals by mail?

A. No, this is not necessary. Please do not send duplicate information. However, it may be helpful for you to call the Human Resources Office and ensure that the documents were received and were legible.

**Tip:** Sometimes faxed transcripts are not legible. If a transcript is not legible, then it cannot be considered. Check with the Human Resources Office to make sure that the fax was received and was legible.