

# TRANSCRIPT FORMAT OPTIONS

The Commission on Teacher Credentialing requires official transcripts showing the conferral of a baccalaureate degree from a regionally accredited college or university.

Transcripts may be provided electronically or via paper:

- Electronic transcripts need to be emailed directly to me from the institution.
  - The email address to send the transcripts to is [aridings@marinschools.org](mailto:aridings@marinschools.org).
- If providing paper transcripts, the document can be submitted with the registration packet.
  - The envelope can be unopened or opened.

If you attended an institution outside the United States for your Bachelor's degree, you will need to complete a foreign transcript evaluation by a Commission approved agency.

The list of Commission-approved agencies is available at the following link:

[https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a\\_14](https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a_14).

It's important to note:

- If you are only applying for an Emergency 30 Day Permit, a general report is sufficient.
- If you also have a teaching credential/license and/or higher degree(s), and are considering transferring your teaching certifications soon, I recommend the detailed, course-by-course evaluation for all of your degrees and teaching certifications.
- The evaluation **must be submitted** in a sealed, unopened envelope.