

POLICY & PROCEDURE

Transcript / Record of Training

A printed transcript (record of training) is given to the TPCP student upon completion of the program at the time the student is recommended for standard certification. This transcript is provided at no charge. A fee will be charged for additional copies as follows:

Fees

- \$25 if sent in regular mail (per mail address)
- \$10 for email (unlimited mail addresses)
- Processing will not occur until payment is received.

Holds

Transcripts will not be released for students:

- With outstanding balances owed to ESC Region 12 TPCP
- Who have not completed all requirements of the program

How to Order

Use the form provided (*reverse side of this page*) – PRINT CLEARLY to fill out all information completely.

Submit request via e-mail, fax or regular mail. Payment can be made with credit card by phone during regular business hours. Or, send check or money order to:

ESC Region 12 TPCP
PO Box 23409
Waco TX 76702

Phone 254.297.1191
Fax 254.666.0823

Email requests to: vkelly@esc12.net

Process time allowance

Allow at least 10 business days after receipt of request form and payment of fee.



Teacher Preparation and Certification Program

www.esc12.net/teacherprep
Phone 254.297.1191
Fax 254.666.0823

OFFICE USE ONLY
Fee Paid: \$ _____
Check #: _____ CC: _____
Date: _____ by _____

Instructions for Requesting a TPCP transcript / training record:

Submit this **TRANSCRIPT REQUEST FORM** to the TPCP office with payment.

PLEASE PRINT CLEARLY !

Student Name _____ S.S.# _____ - _____ - _____
Last First Middle

Best Contact Phone _____ E-mail address _____

Year program was completed _____

ADDRESS TO SEND THE TRANSCRIPT

EMAIL to: (\$10 fee)

US POSTAL SERVICE to: (\$25 fee)

Street Address

City State Zip

COMPLETED BY _____ DATE _____