



# Illinois State Board of Education

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## Memorandum

To: Regional Superintendents of Schools

From: Linda Jamali, Division Administrator, Educator Certification

Date: April 23, 2008

Re: Submission of Official Transcripts

As you are aware, all transcripts submitted for all certification purposes must be official and must bear the signature and seal of the responsible officer at the relevant institution of higher learning. We have recently been asked what constitutes an *official* transcript. It is our position that transcripts can be considered official only if they are original and are submitted in the sealed envelope as given to the applicant by the college/university. Also, transcripts that are marked "Issued to Student" can be considered official only if they meet the same criteria. Photocopies, transcripts that do not bear the signature and seal of the responsible officer of the college/university, and transcripts submitted by the applicant but which are not in a sealed envelope are all examples of unofficial transcripts and cannot be used for any certification purpose.

It is of utmost importance to ensure that each applicant's academic record is accurate and that no alterations or changes have been made on the transcript after the college/university has issued the document. **To ensure that all transcripts meet the aforementioned criteria, effective June 1, 2008, when you send to Educator Certification any documentation for review or filing, we ask that you attach the original college/university envelopes which contained the official transcripts.** By attaching the applicable envelope to all transcripts, you are verifying that regional office staff opened the envelope and that the applicant did not have access to its contents.

We thank you for your assistance in this important endeavor. Should you have questions or concerns, please do not hesitate to contact our office. We are very happy to assist.