

CLEVELAND METROPOLITAN SCHOOL DISTRICT

TRANSCRIPT SUBMITTAL FORM

INSTRUCTIONS

PLEASE PRINT ALL INFORMATION

- ***PERSONAL IDENTIFICATION NUMBER (PID)***
- ***LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER (SSN)***
- LAST NAME, FIRST NAME, AND MIDDLE INITIAL
- NAME OF SCHOOL OR BUILDING WHERE YOU WORK (IF MORE THAN ONE, PLEASE INDICATE VARIOUS)
- YOUR JOB TITLE/POSITION
- HOME PHONE NUMBER
- ALTERNATE PHONE NUMBER

CHECK ONE OR MORE OF THE FOLLOWING REASONS FOR SUBMITTING YOUR TRANSCRIPT (ONE OFFICIAL SET OF TRANSCRIPTS MUST BE SUBMITTED FOR EACH REASON CHECKED):

1. **INITIAL OFFICIAL TRANSCRIPT** - CHECK HERE IF YOU ARE A NEW TEACHING OR NON-TEACHING EMPLOYEE AND YOUR INTENT IS TO SATISFY THE REQUIREMENT FOR OFFICIAL TRANSCRIPTS TO BE ON FILE WITH HUMAN RESOURCES.
2. **CERTIFICATION/LICENSURE RENEWAL AND/OR UPGRADE** - CHECK HERE IF YOUR INTENT IS TO RENEW A CERTIFICATE/LICENSE OR UPGRADE TO A LICENSE. YOU MUST HAVE AN APPROVED INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP) ON FILE WITH HUMAN RESOURCES TO UPGRADE TO A LICENSE OR TO RENEW YOUR CURRENT CERTIFICATE.
3. **VOCATIONAL CERTIFICATION/LICENSURE** – CHECK HERE IF YOUR INTENT IS TO ACQUIRE A VOCATIONAL CERTIFICATE/LICENSE. VOCATIONAL APPLICATIONS MUST BE ACCOMPANIED BY A VE 37 FOR PROCESSING.
4. **SCHEDULE CHANGE** – CHECK HERE IF YOU ARE REQUESTING A SCHEDULE CHANGE AS PER THE AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE CLEVELAND METROPOLITAN SCHOOL DISTRICT AND THE CLEVELAND TEACHERS UNION LOCAL #279. PLEASE READ AND FOLLOW THE INSTRUCTIONS CAREFULLY. **FOR ANY EMPLOYEE REQUESTING SCHEDULE E OR F, GIVE SPECIAL ATTENTION TO LETTER ITEMS F, G AND H.**

PLEASE NOTE: TRANSCRIPTS WILL NOT BE PULLED FROM THE EMPLOYEE FILE. THE TRANSCRIPTS ATTACHED MUST REFLECT THE REQUIRED NUMBER OF HOURS OR THE APPROPRIATE CONFERRED DEGREE. IN THE EVENT INSUFFICIENT DOCUMENTATION HAS BEEN PRESENTED, THE FORM AND THE ATTACHMENTS WILL BE RETURNED TO YOU.

5. **OTHER** - CHECK HERE IF NONE OF THE ABOVE STATES YOUR REASON FOR SUBMITTING A TRANSCRIPT. PLEASE SPECIFY YOUR REASON FOR SUBMITTING TRANSCRIPTS TO ENSURE THAT THEY ARE FORWARDED TO THE APPROPRIATE HUMAN RESOURCES REPRESENTATIVE.

PLEASE SIGN AND DATE THE FORM, ATTACH THE OFFICIAL TRANSCRIPTS AND SUBMIT VIA U.S. MAIL TO:

**CLEVELAND METROPOLITAN SCHOOL DISTRICT
1380 EAST SIXTH STREET ROOM 500N - ATTN: L. MATTHEWS
CLEVELAND, OH 44114**

**OR VIA SCHOOL MAIL TO:
HUMAN RESOURCES DEPARTMENT, ROOM 500N - ATTN: L. MATTHEWS**