

TRANSCRIPT REQUIREMENT

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

If you have an U.S. bachelor's degree:

Transcripts can be ordered electronically for delivery to the Credentials Analyst or mailed to the applicant.

Per the Commission on Teacher Credentialing (CTC), they cannot accept transcript copies or grade reports. They need official transcripts from a regionally-accredited college or university.

For CTC's purposes, transcripts do not have to be in a sealed envelope to be considered official. However, they do not accept photocopies; nor do they accept PDF transcripts that are emailed to the applicant and printed at home.

For an electronic transcript order, have the document emailed to Amy Ridings, aridings@marinschools.org.

If mailing the transcripts, mail the transcript to yourself and upload the entire document to EdJoin.

If you have an international bachelor's degree:

You will need to have a foreign transcript evaluation by a Commission approved agency.

The Commission-approved agencies list is available on their [website at this link](#).

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, I recommend the detailed, course-by-course evaluation for all of your degrees and teaching certifications.
- The evaluation **must be provided to the Credentials Analyst** in a sealed, unopened envelope.