



OFFICIAL TRANSCRIPT REQUEST FORM

Congratulations!

We are excited to add you to our team of quality instructors at Lawson State Community College (pending background clearance).

As a new faculty member, you are required to submit **OFFICIAL TRANSCRIPTS** for **ALL** degrees, certificates or diplomas earned (beyond your high school years) to our Personnel Office.

Please mail or deliver (unopened) **OFFICIAL TRANSCRIPTS** *within two weeks* of your hire date to:

**Lawson State Community College
Ms. Vergie Spears, Director of Personnel
ATTN: New Employee Processing
3060 Wilson Road
Birmingham, AL 35221**

DETACHABLE FORM –CUT BELOW AND USE TO SECURE TRANSCRIPTS

Please send a copy of my **OFFICIAL TRANSCRIPTS** to:

**Lawson State Community College
Ms. Vergie Spears, Director of Personnel
ATTN: New Employee Processing
3060 Wilson Road
Birmingham, AL 35221**

Student's Name: _____

Student's Maiden Name (if applicable): _____

Dates of Attendance: _____

Social Security Number: _____

Major: _____ Degree Earned: _____

Student's Current Phone: () _____

Student's Current Address: _____

Student's Signature: _____ Date: _____