



**AGENCY OF EDUCATION
EDUCATOR QUALITY DIVISION**

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MEMORANDUM

TO: Licensed Vermont Educators & Educators seeking Vermont Licensure
FROM: Debi Price, Director of Educator Quality
SUBJECT: Acceptance of Official College Transcripts
DATE: 6/24/2016

In our continuing efforts for greater efficiency in the application process, the Licensing Office has revised its practice related to acceptance of official College transcripts. Please note changes below that are effective July 1, 2016.

Practice to June 30, 2016	Change in Practice – effective July 1, 2016	Exceptions
Official Transcripts must be sent directly to Agency of Education from Institution of Higher Education in a sealed envelope directly or to AOE transcript email	<p>Official Transcripts may be scanned and uploaded into an application by an applicant.</p> <p>Official Transcripts include</p> <ul style="list-style-type: none">• The seal of the college or university• Visible signature of the Registrar• Visible confer date of degree• Recommendation for licensure• Visible transcript key/guide• All pages (front and back) <p>A transcript with the Registrar’s seal and stamped “Issued to Student” may be used.</p> <p><i>Please note that the Agency of Education reserves the right to request an official transcript from an Institution of Higher Education at the educators/applicants expense at any time.</i></p>	Applicants/Candidates applying through Transcript Review process and/or Peer Review will continue to request an official transcript through their college or university to be sent in a sealed envelope directly to the Agency of Education Licensing Office, or to the AOE transcript email.