

Tear off the top of this sheet and submit it with a tuition check TODAY. Keep the bottom half and send to CSM later, when requesting a transcript.

CSM COURSE CREDIT FORM

WORKSHOP GRADE: _____ (to be assigned in by instructor) TUITION CHECK NUMBER: _____

PLEASE PRINT

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____

Telephone: (school) _____ (home) _____

School: _____ Grade Level: _____ Birth Date: _____

Email: _____

Are you Hispanic/Latino? Yes / No

Select one or more:

____ American Indian or Alaska Native

____ Native Hawaiian or Other Pacific Islander

____ Asian

____ White

____ Black or African American

-----CUT OR TEAR HERE-----

Participants: Keep this half of the sheet until you are ready to request a transcript from CSM.

Request for Transcript of Record

<p>Please print all information:</p> <p>Full Name: _____</p> <p>Social Security Number: _____</p> <p>Contact Phone: (____) _____</p> <p>Mail to: _____</p> <p>_____</p> <p>_____</p>	<p>List below all CSM Teacher Enhancement courses taken within the last six months that you want to appear on your transcript.*</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*The Teacher Enhancement Office is not responsible for the omission of any recent courses (within six months) if you do not list them above.</p>
<p>Transcripts cost \$10.00 per copy.</p> <p>Number of copies requested: _____</p> <p>Amount enclosed: \$ _____</p> <p>Make check out in the correct amount payable to: <u>CSM Continuing Education</u>.</p>	<p>Send to:</p> <p>Teacher Enhancement Office Colorado School of Mines 1600 Jackson St., Ste. 160A Golden, CO 80401</p> <p>Or order online at:</p> <p>http://te.csmospace.com/register.php</p>

Signature: (required) _____ Date: _____

The Teacher Enhancement Office and Colorado School of Mines cannot be responsible for meeting individual deadlines for credits toward teacher recertification and/or salary increases. Official transcripts for current course work can be printed upon request approximately two weeks after the instructor submits course grades to the Teacher Enhancement Office.