

# Transcript Request Acknowledgment Form

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

All employees of the College are required to have official transcripts on file with the Human Resources Office prior to their first day of work.

Please request official transcripts from each college or university that you attended. Transcripts must be mailed or emailed directly to the Human Resources Office.

**Mailing Address:** Lee College  
Attn: Human Resources  
P.O. Box 818  
Baytown, TX 77522-0818

**Email Address:** [hr@lee.edu](mailto:hr@lee.edu)

An official transcript is one that has been received directly from the issuing institution by mail or through approved electronic media.

- If mailed, all transcripts must bear the issuing institution's college seal, date, and appropriate signature.
- If sent electronically, all transcripts must be received in accordance with standard protocol procedures established by the participating parties.

Transcripts received by our office that do not meet the requirement above will not be considered official and thus rejected for permanent use.

Employees that received their degree(s) outside of the United States are required to have their transcript(s) evaluated by an educational evaluation service at the employee's own expense prior to being considered for employment by the College.

### Acknowledgment

I have read and understand the transcript procedure above. I agree to order official transcripts **at my own expense** for each college or university that I attended and **request that they be sent directly to the Lee College Human Resources Office via one of the two delivery methods indicated above.** If applicable, I agree to allow the Lee College Admissions & Records Office to produce and submit a transcript to Human Resources on my behalf. I also understand that it is my responsibility to follow up with the Human Resources Office and ensure all of my transcripts have been received **prior** to my first day of work.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_