



To facilitate easy transfer of information, Southwest Minnesota State University will notify the Human Resource Department at your own college when your grades have been submitted for the Teaching and Learning Competency Course(s) taught through SMSU required for your probationary period. By signing below, you agree to have an official transcript automatically sent to your home college once the courses are completed and your grades have been submitted.

\_\_\_\_\_ I agree to allow SMSU to send an official copy of my transcript to the Human Resources Department at my home college. (SMSU will send the official transcript at no cost to the student. The student will be emailed when the transcript is sent.)

\_\_\_\_\_ I prefer **NOT** to have my transcript automatically sent to my home college. I will be responsible for sending this information myself. (There will be a \$8.25 transcript fee for each official copy which will be incurred by the student.)

Please circle which class(es) you are taking / have taken / will take:

CRED 410/510 (Strategies)    CRED420/520 (Assessment)    CRED430/530 (Curriculum Design)

Name \_\_\_\_\_

Signature \_\_\_\_\_

SMSU Student ID Number \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

College of Employment \_\_\_\_\_

College Address \_\_\_\_\_

\_\_\_\_\_