

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><b>Please print all information:</b></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><b>Transcripts cost \$6.00 per copy.</b></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><b>Send to:</b></p> <p>Teacher Enhancement Office Colorado School of Mines 1600 Jackson St., Ste. 160A Golden, CO 80401</p> <p><b>Or order online at:</b></p> <p><a href="http://te.csmospace.com/register.php">http://te.csmospace.com/register.php</a></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.