

Authorisation for release of academic transcripts

This form is to authorise the release of full academic transcripts of examination results to the NSW Department of Education and Training.



Section 1 Personal Details

University: _____

Completing study: Mid-Year 2009 End of Year 2009 (circle one)

Name: _____

Address: _____

Contact Details: (mobile) _____ (home) _____

Student ID Number: _____

Section 2 Authorisation

I hereby authorise _____ to provide the NSW Department of
(insert name of your university)

Education and Training with a full academic transcript of subjects/courses undertaken as part of my course leading
to the award of _____

(insert name of your qualification, e.g. Diploma in Education, Master of Teaching, Bachelor of Arts/Bachelor of Teaching etc)

to enable the NSW Department of Education and Training to finalise my application for employment as a teacher.

The transcript is to be forwarded regardless of my eligibility to graduate.

Signature: _____ Date: _____ / _____ / _____

Section 3 Notes

Please note:

- 1) Return your completed and signed authority by **30 September 2009** by fax to **02 9836 9767** or by post to:
GRP 2010
Locked Bag 3020
BLACKTOWN NSW 2148
- 2) Your completed academic transcript will be used by the NSW Department of Education and Training to finalise your application for employment as a teacher and confirm any accreditation granted by the Department.
- 3) An offer of permanent employment in NSW public schools under the 2010 GRP will be conditional on the Department receiving an official academic transcript that verifies you have successfully completed your teaching qualifications during 2009.

Advice to Universities:

The Department would prefer to receive academic transcripts via email at newgradtranscripts@det.nsw.edu.au. Where this is not possible post the transcripts to the address above. If you have any enquiries please contact Kerrie Redfern, Project Officer Teacher Recruitment, at kerrie.redfern@det.nsw.edu.au. Please direct student enquiries to grp@det.nsw.edu.au.