

Authorisation for release of academic transcripts

(submit to your university)

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

SECTION 1: Personal details

University: _____

Completing study: Mid-Year End of Year

Name: _____

Address: _____

Contact Details: _____ (mobile) _____ (home)

Student ID Number: _____

SECTION 2: Authorisation

I hereby authorise _____ to provide the NSW Department of Education with a full academic transcript of subjects/courses undertaken as part of my course leading to the award of _____ to enable the NSW Department of Education 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 ASAP to the area of your university that coordinates student academic records.
2. Your completed academic transcript will be used by the NSW Department of Education 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 will be conditional on the department receiving an official academic transcript that verifies you have successfully completed your teaching qualifications prior to your entry on duty date.

Advice to universities

The NSW Department of Education would prefer to receive academic transcripts via email at grp@det.nsw.edu.au. If you have any enquiries please contact Teacher Approvals at teacherapprovals@det.nsw.edu.au. Please direct student enquiries to grp@det.nsw.edu.au.