

January 16, 2013

Students-- All current students (full-time, part-time & casual) **pursuing a degree** are required to submit official transcripts to the Student Programs' Office. Transcripts should include all course work to date and spring 2013 enrollment. Students, who are on a semester system, have a submission deadline of February 28, 2013. Students, who are on a quarter system, have a submission deadline of March 29, 2013.

If your school has the ability to send **electronic official transcripts**, please send your transcript using this method of delivery. The transcript should be sent to the following email address: bmontoya@lanl.gov

Paper transcripts should be sent to the following address:

Brenda Montoya
Los Alamos National Laboratory
MS M709 P.O. Box 1663
Los Alamos, NM 87545

All students should verify that their transcripts have been received by the student programs office by contacting me via email at bmontoya@lanl.gov

The transcript review process enables the Student Programs' Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended through the summer providing eligibility requirements have been met and academic progression is shown. Salary increase determinations are also made during this process. Increases will be effective in May or June based on the student's return date and compliance with the transcript submission deadlines.

Unofficial transcripts will not be accepted. Paper transcripts should only be sent to the address specified above. Sending transcripts elsewhere may cause a delay in a student's salary increase or appointment extension or result in a lost transcript. Students submitting a late transcript are not eligible for retroactive salary increases. GPA requirements will be monitored via the transcript review process. Mentors will be notified when a student has fallen below the cumulative GPA program requirement.

*High School Co-op students are **NOT** required to comply with this transcript requirement.* If you have questions about the transcript review process, please let me know.

Brenda~