

## 1.10 COLLEGE TRANSCRIPT ORDERING PROCEDURES

The following steps are to be followed in the process of sending for transcripts to verify education level.

1. When a Unit and/or college is in need of a transcript, the Unit shall be responsible for the processing of the College Verification Form, HD-320 (Example 1.13-6). Refer to Section 1.11 of these guidelines for additional information on how to obtain transcripts from the WSD Intake & Records Department.
2. The original (white copy) shall be sent to the college with a postage paid envelope addressed to the WSD Intake & Records Department in Huntsville.

The copies of the HD-320 form should be distributed as follows:

- |        |   |
|--------|---|
| White  | - send to the college or university           |
| Yellow | - send to the WSD Intake & Records Department |
| Pink   | - keep at the sending Unit                    |

3. When college personnel assist the offender student with the completion of the HD-320 form, the college personnel shall submit the forms to the Unit education department for processing. The Unit shall be responsible for ensuring that the HD-320 is filled out correctly.
4. Upon receipt of the transcript in the WSD Intake & Records Department, the educational level shall be verified and entered on the TDCJ computer. If the name of the college needing the transcript appears in the upper left corner of the HD-320 form, the WSD Intake & Records Department shall send the official transcript to the college and a copy to the Unit.
5. In the event transcripts have been requested through the proper procedures and have not been received, the college may provide to the WSD Intake & Records Department a list of offenders for whom transcripts are needed. Colleges shall submit this list no more than once each semester month.