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| ELAR Logo | Official Transcripts/Degree Conferral – An Overview |
| **Verifying that the transcript is official:**When reviewing a transcript to verify that it is official, a licensure evaluator must be able to see the **Registrar’s signature**. Note: transcripts sent directly to the applicant from eSCRIP-SAFE (on any other provider of electronic transcripts) that lack a registrar’s signature, are not considered official transcripts for the purpose of licensure. See example below. |
| Example of transcript sent directly to student from eSCRIP-SAFE without registrar’s signature. | **eSCRIP-SAFE transcript lacking Registrar's signature**eSCRIP-SAFE transcript lacking registrar’s signature  |  |
| Examples of transcripts bearing legible registrar signatures. | **Transcript with Registrar's signature that is legible** | **Additional example of transcript with Registrar's signature that is legible** |
| **Verifying degree conferral:**Along with verifying that a transcript is official a licensure evaluator may also need to verify conferral of a degree (verification of Bachelor or Master’s degree). To verify conferral of a degree the transcript must note **degree conferred as well as confferal date**. See examples below. |
| Examples of transcript indicating degree conferred and conferral date. | Example of transcript indicating degree conferral | **Additional example of transcript indicating degree conferral** |
| For guidance on how to upload documents into your ELAR account, please refer to the *How to Upload Documents to ELAR: A Step by Step Guide* which can be found on the Office of Educator Licensure’s website ([www.mass.gov/ese/licensure](http://www.mass.gov/ese/licensure)). The link to these teacher licensure forms, guides, and regulations can be found in the Most Requested module on the main page:Most Requested Module on Office of Educator Licensure landing page - link to Academic PreK-12 forms, guides, and regulations |