



Welcome to the Lawson State Community College Family!

All employees must have official transcripts of ALL degrees earned in their personnel files.

Please adhere to the following college practices.
Failure to do so can result in delay of compensation or termination of your contract.

STEP 1: Unofficial copies of transcripts and/or any applicable licenses/certifications are acceptable for the interview and screening process.

STEP 2: Submit a request to ***ALL*** of your colleges for ***OFFICIAL TRANSCRIPTS*** immediately, after being hired. All certifications/ licenses or other educational material is required to complete personnel files.

TRANSCRIPTS should be submitted to:

**LAWSON STATE COMMUNITY COLLEGE
Human Resources Office
Attention: New Employee Processing
3060 Wilson Road, SW
Birmingham, AL 35221**

If you have questions about this process, contact your immediate supervisor or appropriate Administrator.