

February 2, 2015

Students--

All current students **pursuing a degree** (with the exception of High School Co-ops) are required to submit official transcripts to the Student Programs' Office yearly. Students, who are on a semester system, have a submission deadline of February 27, 2015. Students, who are on a quarter system, have a submission deadline of April 30, 2015. Transcripts should include all course work to-date and Spring, 2015 enrollment.

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](mailto:bmontoya@lanl.gov) .

If your school doesn't have the mechanism to send electronic Official Transcripts, transcripts should be sent to the following address:

Brenda Montoya  
Los Alamos National Laboratory  
MS T011  
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](mailto: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 a student's return date and compliance with the transcript submission deadlines. Students submitting a late or incomplete transcript are not eligible for retroactive salary increases.

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.

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.

If you have questions about the transcript review process, please let me know.

*~Brenda*  
[bmontoya@lanl.gov](mailto:bmontoya@lanl.gov)

505-667-4866