



# GNPEC Records

Expectations for Record Keeping (Standards 3 & 6)  
Checklist and Resources

## STUDENT

- Enrollment Agreement**  
Signed Student Application and/or Enrollment Agreement
- Proof of Previous Education**  
High school diploma, GED, College Transcripts, etc.
- GNPEC Student Disclosure**  
Unaccredited Institutions Only
- Transcript**  
Graduated and Withdrawn Students (Attendance Record for current students)
- Ledger**  
Including source, charges, credits, and balance

## FACULTY

- Proof of Education/ Training**  
Transcript/Diploma, & Current Licensure or Certification if applicable
- Proof of Employment**  
Contract, Offer Letter, etc.
- Proof of Institutional Orientation**  
Signature page of employee handbook/institutional rules & regulations

**TEMPLATES &  
MORE RESOURCES ONLINE:**



### How can we help?

Contact us: Website: <https://gnpec.georgia.gov/>  
Phone: (770) 414-3300