

Request for Transcript Evaluation

Description:

A transcript evaluation helps a potential student determine courses needed to obtain a post-baccalaureate teaching certification. Transcript evaluations are required for admission to the Post Baccalaureate Teacher Certification Programs. This form is used to initiate the process. Once received, the program director will review courses taken and determine courses needed to obtain a teaching certification in your area of interest.

Instructions:

1. Evaluations must be completed **before** applying for admission to the Post Baccalaureate Teacher Certification Program.
2. The form is completed by the requestor. All fields prior to and including the signature and date line must be filled in completely in order for the request to be processed.
3. A request will not be processed unless transcripts are attached from **every** college, university, technical college, post-secondary school, and institution attended. You do not need to submit a transcript from UWM if you attended UWM after 1983 or from institutions with course work reflected on a UWM transcript. For transcripts prior to 1984, please visit the Department of Enrollment Services web site at:

<http://www3.uwm.edu/des/web/records/transcripts.cfm>

TRANSCRIPTS MUST BE ATTACHED TO THE REQUEST FORM. THE REQUEST WILL BE RETURNED IF ALL TRANSCRIPTS ARE NOT ATTACHED.

4. If you currently hold a teaching certification and are interested in an additional certification, you are required to submit a copy of your license. If the license includes stipulations, a copy of your Department of Public Instruction stipulation letters should also be included.
5. Mail or deliver the *Request for Transcript Evaluation* form and transcript(s) to the Department of Curriculum and Instruction Advising Office at:

University of Wisconsin - Milwaukee
School of Education
Department of Curriculum and Instruction
Advising Office, Enderis 366
PO Box 413
Milwaukee, WI 53201-0413

Fax submissions will not be accepted.

6. Please allow four (4) weeks to receive your evaluation. If you do not receive your evaluation after four (4) weeks, contact (414) 229-4904.
7. For questions, contact (414) 229-4904 or currinsadvising@uwm.edu

Request for Transcript Evaluation

Last Name		First Name	Middle	Campus ID
Street Address		City	State	Zip
Email Address	Phone	Have you attended UWM in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Are you currently licensed to teach in Wisconsin? No Yes (attach a copy of your license and any stipulation letter)

Are you requesting this evaluation for an add-on license? No Yes Indicate initial license _____

Are you also interested in pursuing a graduate degree while completing the certification program? Yes No

Semester you would like to begin taking classes: Summer/Fall (application due in January) Spring (application due in September)

List all colleges/universities attended:

Intended Program of Certification

- Early Childhood (Grades PK – 3)
- Middle Childhood – Early Adolescence (MCEA) (Grades 1 – 8):
 Indicate Preferred Minor (check one):
 Bilingual ESL English/Language Arts Math Natural Science Social Studies World Languages
- Early Adolescence – Adolescence (Grades 6 – 12):
 Indicate Desired Major (check one): English Math Science Social Studies
- Early Childhood – Adolescence (Grades PK – 12):
 Indicate Major (check one):
 English as a Second Language World Language (Indicate language): _____
- Supplemental Certification: Bilingual
- Minor: English as a Second Language World Languages (Indicate language): _____
- Other _____

Forward Transcript Evaluation to (please check one):

- My e-mail (see e-mail above)
- Call me when the evaluation is ready for pick-up (see phone number above)

Signature:	Date:
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For office use only:

Date Received: _____ Date Sent: _____
 Evaluation Completed by: _____