

## REQUEST FOR TRANSCRIPT EVALUATION

\_\_\_\_\_  
Name (First, Middle Initial and Last)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Street Address including number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Numbers: Home, Work, Cell (include area code)

**Do you have a bachelor's degree?**  YES  NO (If "NO," your degree must be pending.) \_\_\_\_\_

\_\_\_\_\_  
Date of Degree (awarded or pending)

\_\_\_\_\_  
Name of the University/College where your bachelor degree was granted

\_\_\_\_\_  
Degree Major

### 1) List ALL Community Colleges, Colleges and Universities Attended

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

d) \_\_\_\_\_ e) \_\_\_\_\_ f) \_\_\_\_\_

I have attached unofficial copies of transcripts for each institution listed above (*check box to confirm*).

**2) Certification Desired (check one):**  ELEMENTARY or  SECONDARY

\_\_\_\_\_  
List Desired Teaching Major

\_\_\_\_\_  
List Desired Teaching Minor

*Elementary Education: Option 1: An academic major with the Planned Program (required). List "Planned" on the minor line. Option 2: A Student Centered major or minor with the Elementary Comprehensive Major (required). List the Student Centered option on the major line and "Comprehensive Major" on the minor line. An additional minor may be selected with either option.*

### 3) The Michigan Teacher Certification Code: Rule 390.1201 & Public Act 68 of 1993 Sec. 1230

1) Have you ever accepted responsibility in a civil infraction (excluding speeding tickets) or been convicted of (or pled no contest to) a misdemeanor or felony?  yes  no

2) Have you had a teaching, school counselor, school psychologist, or school administrator certificate suspended or revoked?  yes  no

3) Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate?  yes  no

4) Have you ever surrendered or nullified a teaching, school counselor, school psychologist, or school administrator certificate?  yes  no

*If you answer "yes" to any question above, you must provide a current (less than 6 months old) statewide Criminal History Check from the Michigan State Police website at <http://apps.michigan.gov/ICHAT/>. Complete a search for your own record, print out the report, and attach it to this form. You should also provide a short narrative describing the incident(s) reflected. A register of action may be required from the court where the matter was adjudicated.*

I certify that the above information is complete and accurate.

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date (required)

**Your transcript evaluation will be mailed to you.**

Return completed form with transcripts to:

**Division of Teacher Education**

Transcript Evaluation

5425 Gullen Mall

2 North Education

Detroit, Michigan 48202

(313) 577-0902 (313) 577- 4091 FAX

## REQUEST FOR TRANSCRIPT EVALUATION INSTRUCTIONS

1. Please carefully read the Teacher Certification Information Handbook before completing the Request for Transcript Evaluation.
2. Complete the Request for Transcript Evaluation and return it with copies of transcripts from ALL post-secondary schools attended. Student copies of transcripts are acceptable for evaluation purposes. The transcripts must list course grades and credit hours.
3. If your transcript does not indicate semester or quarter hour credits, or credit is reported in other units, include a key to the transcript.
4. You will receive an evaluation through the mail.
5. Generally prerequisites are completed at Wayne State University.
6. Types of Teaching Certificates and list of Teaching Majors and Minors:

**Elementary Certificate:** Valid for teaching all subjects grades K-5; major and minor subjects in grades 6-8; and all subjects grades K-8 in a self-contained classroom.

**Secondary Certificate:** Valid for teaching majors and minors in grades 6-12.

### ELEMENTARY OPTION 1

#### (Major and the Planned Program)

Integrated Science  
Language Arts  
Mathematics  
Social Studies

#### Planned Program (required)

### ELEMENTARY OPTION 2

#### (Student Centered Major or Minor and the Comprehensive Major)

Bilingual-Bicultural Education (BBE)  
Early Childhood Education  
English as a Second Language (ESL)  
Special Education (Master of Arts in Teaching only)  
World Languages  
    Arabic  
    Chinese  
    French  
    Italian  
    Spanish

#### Comprehensive Major (required)

#### ADDITIONAL ELEMENTARY MINORS

(May be added to Option 1 or Option 2. Contact an advisor to discuss.)

Bilingual-Bicultural Education (BBE)  
Early Childhood Education (Specialization)  
English as a Second Language (ESL)  
Integrated Science  
Language Arts  
Mathematics  
World Languages (Arabic, Chinese, French, Italian, Spanish)

### SECONDARY MAJORS

Biology  
Career & Technical Education (list specific area)  
Chemistry  
Dance  
Earth/Space (Geology & Astronomy)  
Economics  
English  
Health  
History  
Integrated Science  
Kinesiology Pedagogy (Physical Education)  
Mathematics  
Music: Instrumental or Vocal  
Physics  
Political Science  
Social Studies (Comprehensive or Group)  
Speech  
Visual Arts Education  
World Languages  
    Arabic  
    Chinese  
    French  
    German  
    Italian  
    Russian

### SECONDARY MINORS

Bilingual-Bicultural Education (BBE)  
Biology  
Chemistry  
Earth/Space (Geology & Astronomy)  
Economics  
English as a Second Language (ESL)  
English  
Health  
History  
Kinesiology Pedagogy (Physical Education)  
Mathematics  
Physics  
Political Science  
Speech  
World Languages  
    Arabic  
    Chinese  
    French  
    German  
    Italian  
    Russian  
    Spanish