College Transcript Review Request for ESOL Equivalency

Teacher Name: _____ID Number: _____Current School Site: _____

To have your college transcripts reviewed for ESOL equivalency:

1 – Obtain an **Official** copy of your transcripts

2 – Attach a DETAILED course description from your college for ALL the courses you want reviewed

3 – Send your transcripts and this completed form to the Office of Professional Development

List the college courses (Number and Name) you want evaluated for ESOL Equivalency:

College/University Name: _____

Course:_____

Course:_____

Course:_____

Course: _____

**Please allow two weeks for processing **

Date Received: _____

Approved for Credit:_____   Not Approved for Credit: _____

Identified Match for Course(s) if Approved:
1. Methods of Teaching ESOL (60 in-service pts   Match: _____
2. ESOL Curriculum and Materials Dvpmt. (60 in-service pts)   Match: _____
3. Language and Literacy (Applied Linguistics) (60 in-service pts)   Match: _____
4. Cross-Cultural Communication   (60 in-service pts)   Match: _____
5. ESOL Testing and Evaluation (Assessment) (60 in-service pts) Match: _____

Coordinator of Professional Development Signature:_____Date: _____

*Electronic copy to go in PD file along with a copy of the official transcript showing earned credit for the course.

*Original copy to go in the teachers personnel file