ACKNOWLEDGEMENT OF MISSING CREDENTIAL REQUIREMENTS

State law requires that all credential candidates fully meet all admissions in order to be placed for student teaching. It has come to our attention that you are in a unique situation for which special consideration has been requested in order to allow you to continue in the credential program. By signing below, you acknowledge that you have or will commit to completing the missing requirements for the credential program in order to be in compliance with applicable university policies, Education Code and remain in the program.

The items listed below are specific to your situation and reflect the items missing.

Name: ___________________________ Last ______________ First ______________

Net ID/Student ID: ___________ Credential Program: ______________

On August 21, 2017, you were provided two options from the department. Please check off your selected option:

____ A. Remain in program and pass CSET and/or CBEST in Fall 2017. This means I will need to complete my first student teaching placement in Fall 2018. I will withdraw from the program if I do not submit passing CSET or CBEST scores by December 11, 2017.

____ B. Withdraw from program and reapply next application period.

Deadline to complete items listed above: December 11, 2017.

Failure to complete the listed requirements may result in immediate action to declassification from the Teaching Credential Program. It is your responsibility to inform our office of when you complete the requirement. Once requirement has been completed, submit a copy of your official score report to our office. It is strongly recommended that if you receive your scores prior to September 21, 2017, that you submit them early in order to facilitate student teaching placements.

Return completed form in person or U.S. mail to our office by 5pm on Wednesday, September 5 2017.
Credential Student Service Center, 25800 Carlos Bee Blvd. AE235, Hayward, CA 94542

Per this form, I acknowledge that I will complete and submit missing test scores.

Signature: ___________________________ Today’s Date: ______________

Please make a copy for your records before returning the form to our office. Thank you!