

**THE UNIVERSITY OF MICHIGAN-FLINT
SCHOOL OF EDUCATION AND HUMAN SERVICES
EDUCATION DEPARTMENT**

ELEMENTARY COURSEWORK EVALUATION INFORMATION SHEET

An elementary certificate qualifies the holder to teach all subjects in grades K-5 and in grades K-8 in a self-contained classroom (upon successfully passing the Michigan Test for Teacher Certification Elementary Education test) and the major(s) and/or minor(s) in grades 6-8 (upon successfully passing the appropriate Michigan Test for Teacher Certification subject area tests).

INSTRUCTIONS

- For certification at the elementary level, you **MUST CHOOSE A MINIMUM OF ONE MAJOR AND ONE MINOR, OR THREE MINORS.** (See page 2 for list of choices.)

- **The application and payment of evaluation fee** (in the form of a check or money order made payable to the University of Michigan-Flint) should be sent to the address below. Evaluation fees are as follows: (1) **\$25.00** for **each** evaluation requested (i.e., elementary certification, secondary certification, additional minor/endorsement, and repeat evaluations) by **graduates of institutions other than the University of Michigan-Flint**; (2) **no fee** for the **first evaluation for University of Michigan-Flint graduates**; and (3) a fee of **\$10.00** for **subsequent/additional evaluations** requested by **University of Michigan-Flint graduates**. **Evaluation applications received without fees will NOT be processed.**

- Order **one (1) OFFICIAL** copy of **TRANSCRIPTS FROM EVERY UNIVERSITY YOU HAVE ATTENDED OTHER THAN UM-FLINT**. **Only University of Michigan-Flint transcripts will be obtained by Rachel Biocchi, Graduate Services Assistant. PLEASE NOTE: Xerox copies or transcripts stamped "Issued to Student" ARE NOT ACCEPTABLE.** The official transcripts should be sent by the college or university **directly** to:

The University of Michigan-Flint
Education Department, 430 French Hall
Rachel Biocchi, Advisor
Flint, MI 48502-1950

- The University of Michigan-Ann Arbor campus transcripts should be ordered from:

The University of Michigan
Transcript, Certification & Diploma Services
555 LSA Building
500 South State Street
Ann Arbor, MI 48109-1382

- The University of Michigan-Dearborn campus transcripts should be ordered from:

The University of Michigan-Dearborn
4901 Evergreen Road
Enrollment Services Office
1169 University Center
Dearborn, MI 48128

- **ONLY University of Michigan-Flint transcripts can be obtained by Rachel Biocchi, Credential Analyst.**

- For those who already hold a Michigan Teacher's Certificate, **please include one (1) XEROX copy** of your currently-held certificate with the completed application. **(Do not send your original certificate.)**

- **IMPORTANT!! PLEASE NOTE:** This transcript evaluation will **NOT** be processed without **official** transcripts, evaluation fee, and if applicable, a copy of your Michigan Teacher's Certificate. Major(s), minor(s), and endorsement(s) must be selected from the appropriate categories listed below. The evaluation **CANNOT** be completed without proper designation of these areas.

- You will receive your evaluation by mail when it has been completed. If you have any questions after receiving the evaluation, please contact Rachel Biocchi (810) 424-5215 or (800) 942-5636.

- **PLEASE BE ADVISED: AN EVALUATION WILL TAKE A MINIMUM OF FOUR WEEKS TO BE COMPLETED.**

ELEMENTARY EDUCATION MAJORS AND MINORS AVAILABLE FROM UM-FLINT:

Fine Arts
French (Minor Only)
Integrated Science
Language Arts
Mathematics
Social Studies
Spanish (Minor Only)

ELEMENTARY EDUCATION ENDORSEMENTS AVAILABLE FROM UM-FLINT:

Early Childhood Education (requires the completion of two minors chosen from the list above, plus the endorsement)

ELEMENTARY TRANSCRIPT EVALUATION REQUEST FORM

Mail to: The University of Michigan-Flint
Education Department, 430 French Hall
Rachel Biocchi, Credential Analyst
Flint, MI 48502-1950

Note: This application will **NOT** be processed without the **appropriate evaluation fee** (see attached information sheet) in the form of a check or money order made payable to the University of Michigan-Flint and **one (1) OFFICIAL copy of TRANSCRIPTS FROM EVERY UNIVERSITY YOU HAVE ATTENDED OTHER THAN UM-FLINT. (ONLY UM-Flint transcripts will be obtained by our office.) UNOFFICIAL transcripts or transcripts stamped "ISSUED TO STUDENT" are NOT ACCEPTABLE.** Those applicants who hold a Michigan Teacher's Certificate must also include one (1) XEROX copy of their currently-held certificate. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

PLEASE INDICATE **APPROPRIATE FEE ENCLOSED** _____ **\$25.00** _____ **\$10.00** _____ **\$0.00**
(See attached information sheet for explanation of appropriate fees.)

Soc. Sec. No. _____ Phone _____ Cell Phone _____

Name _____
(First) (Middle) (Maiden) (Last)

Birthdate _____ Sex _____ Male _____ Female

E-mail Address _____

Address _____
(Street) (City) (State) (Zip)

Degree(s) Received _____ Date Received _____

Institution(s) Received _____

LIST ALL INSTITUTIONS WHERE COURSEWORK WAS COMPLETED:

_____ (Name of Institution)	_____ (Date transcript was ordered)
_____ (Name of Institution)	_____ (Date transcript was ordered)
_____ (Name of Institution)	_____ (Date transcript was ordered)
_____ (Name of Institution)	_____ (Date transcript was ordered)
_____ (Name of Institution)	_____ (Date transcript was ordered)

THIS SECTION IS TO BE COMPLETED BY THOSE WHO CURRENTLY HOLD A MICHIGAN TEACHER'S CERTIFICATE. (Include one (1) Xerox copy of your most recent certificate.)

PLEASE EVALUATE MY RECORDS FOR:

(See choices on page 2 of the information sheet.)

1. Additional major in _____
2. Additional minor in _____
3. An endorsement in _____
4. A second certificate (Elementary) Major _____
Minor _____

THIS SECTION IS TO BE COMPLETED BY THOSE APPLICANTS WHO DO NOT CURRENTLY HOLD A MICHIGAN TEACHER'S CERTIFICATE.

PLEASE EVALUATE MY RECORDS FOR:

(See choices on page 2 of the information sheet.)

An elementary certificate with a major(s) in _____

minor(s) in _____

The Michigan State Department of Education has requested that all teacher education institutions attempt to gather the information below. PLEASE NOTE: Inclusion of this data is entirely optional. Your response, or lack of it, in no way affects the processing of your certificate. The identifications below are designated by the State Board of Education and will only be used to meet its reporting requirements.

1. ____ Native American 2. ____ White 3. ____ Black 4. ____ Asian 5. ____ Hispanic 6. ____ Multi-racial

In accordance with the Family Education Rights and Privacy Act of 1974, the written consent of the student must be provided for the transcript to be released to another individual. Please sign below, indicating that we may send a copy of your transcripts to the Michigan Department of Education.

(Signature) (Date)