Attn: Teacher Candidates in special education placements

If you are seeking an additional endorsement for certification because you are with a cooperating teacher who is licensed in another special education area and their assigned class load includes a minimum of four students in this additional area for which you are responsible for daily planning/instruction/assessment to meet IEP objectives, you must complete a letter following the guidelines in the sample shown below.

This must be completed and approved prior to the end of the special education experience.

When you have secured the required signatures, send the letter (keep a copy for your records) to:
Cathleen Olds, Director
Office of Field Experiences
1901 4th Avenue, 464 CPS
Stevens Point, WI 54481

Sample request letter for additional endorsement:

<Your Name & ID#>

<current date>

Dear Professor Olds:

I am student teaching in the <school district>, and am scheduled to graduate in <month + year">

I have been student teaching in special education at <school name> in <area>, in grade(s) <XXX> with <assigned cooperating teacher's name>

Because my assigned cooperating teacher is licensed in multiple areas AND their assignment includes planning/instruction/assessment on a daily basis for a minimum of four students in the additional area of need, I am requesting that you add <name of specialty and grade range> student teaching to my transcript so that I can apply for initial licensure in the additional area of disability.

The additional area will be specifically addressed in my teaching evaluations by <name of teacher listed above>, and my UWSP supervisor, <supervisor's name>, as verified by their signatures below. I understand that I must include appropriate evidence in by portfolio.

Thank you for your consideration.

<Your Name & ID#>

Print name of teacher:________________________ Signature of teacher:________________________
DPI Educator File # __________________________
Print name of supervisor:____________________ Signature of supervisor:____________________

IMPORTANT: You will receive an email 'cc' requesting the appropriate Course/Section number be added to your registration. When you see this you must contact Maggie Beeber via e-mail, including your name, ID# and current major/minor to request the new minor (and major in Special Education if you took the additional coursework) be added to your transcript.

For example: if you are student teaching in LD and are requesting an endorsement for EBD; the EBD minor must be on your transcript for you to be licensed for EBD.