

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:

[you must provide the information requested **<in the brackets>**]

<Your Name & ID#>

(in upper right corner)

<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.