

Archdiocesan Transcript Request Form License Renewal

Name:
Address:
School:
Educator ID (found on your license):

Type of Professional Learning	Points
College Credit (1 Credit = 20 Points)	
Professional Learning/Content Points (Professional Learning: knowledge and competencies outside content/endorsement area(s); such as cooperative learning, classroom management, brain-based learning, etc. Content: skills or knowledge required to maintain or acquire endorsements, as defined by the KSDE, via conferences, workshops, staff development or college courses)	
Service to Profession Points (activities that assist others in acquiring educational proficiency through instructional systems, pedagogy or content; such as academic supervision, professional offices, publications, etc.) Maximum of 40 points per licensure period with a BS degree and 80 points per licensure period with a MS+ degree.	
Total Points	

Teacher Signature

Principal Signature

Transcript Request Checklist:

Send:

- _____ this completed form
- _____ copy of your current teaching license
- _____ originals of all signed Attendance Verification Forms
- _____ verification of college credit (official or unofficial transcript)

To: Professional Development Council
Archdiocesan Education Office
12615 Parallel Parkway
Kansas City, KS 66109

In 4-6 weeks you will receive two transcripts: an official transcript in a sealed envelope (as is required by the State) and a copy of the transcript for your personal records.

Send the sealed transcript along with your teacher renewal application, fee, and sealed official transcripts from any colleges or universities (if applicable) to the State Department of Education. (For information go to www.ksde.org.)

Questions should be directed to your building representative. Professional Development Council members may also be contacted for any information regarding the program.