

Office use only
Date received:

Request for Reinstatement to the Teacher Preparation Program

Note: This form is for students who request reinstatement to the Teacher Preparation Program following a delay. Students must address the extent to which they have fulfilled all criteria to return to the teacher certification program. Completion of this form does NOT guarantee an internship placement nor approval to return to the Teacher Preparation Program.

Return this form to the Student Affairs Office, 134 Erickson Hall.

Name: _____ Other Names of Record _____

PID: _____ Email: _____ Phone _____

Address to which you want information sent: _____

Specify by circling one: Elementary or secondary? If elementary, are you: Special education? Child Development?

Major: _____ Minor(s) _____

Team: _____ Semester of graduation: _____

Internship year you are requesting: _____

The following are required attachments to this form:

- a) letter requesting reinstatement in a specific internship year that includes an explanation of why you are ready to return to complete your program and a brief description of any relevant experiences that support your being ready for reinstatement;
- b) If applicable, description of any unfulfilled criteria/standards that must be completed or remedied prior to interning and indicate plans for remedying the deficiency (e.g., additional courses needed including semester to be taken in order to raise a low GPA in a major or minor area)
- c) conviction disclosure form (form for completion is attached to this form)

If there are specific expectations you must meet before reinstatement, you must make an appointment with your Team Coordinator and/or Team Leader to provide evidence that you have met those expectations.

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For Student Affairs Office Use Only: Verification of Academic Criteria

- a) OGPA: _____
- b) Academic major credits completed: _____ GPA _____
- c) Academic minors, if applicable, credits completed: _____ GPA _____
- d) For elementary, planned program completed? (check one) ___ yes ___ no If no, what needs to be done?
- e) Required MTTC tests passed: Basic Skills: _____ yes, indicate date passed; _____ no
 - Subject tests names and dates passed: _____
- f) Current Conviction Disclosure Form on file (date): _____
- g) Technology requirement completed? ___ yes ___ no
- h) Student meets current academic criteria (including GPA standards, required MTTC subject tests passed, completion of approved, available major/minor areas, additional requirements for elementary education, etc.) to progress to the internship: ___ yes ___ no

Additional comments (use additional sheet if necessary):

Advisor's signature: _____
Signature Date