



Request for a Letter to the School District Verifying Graduation and Application for Certification

IMPORTANT NOTICE:

- (1) We will not send the school district letter unless ALL information below is filled out completely.
- (2) We will not send the school district letter unless successful completion of edTPA and PRAXIS II test(s) are verified.
- (3) AUM does NOT send out Highly Qualified Letters – The State Department of Education will post your Highly Qualified Status to their Website Portal for School Systems to view AFTER you are issued a Teaching Certificate.
- (4) Submit completed form to Certification office (Education building #301)

Teacher Candidate Information

Name: _____

AUM Student ID Number: _____

Major & Concentration: _____

Telephone Number: _____

Email Address: _____

Have you submitted your Alabama Certification Application & Payment receipt to the AUM Certification Office? **YES** _____ **NO** _____

When did/will you graduate: _____

Which Degree did/will you receive (check one) _____ **B.S.**
_____ **M. Ed.**
_____ **Ed. S.**

School District Information

School District: _____

Attention: _____

Address: _____

City, State & ZIP CODE: _____