

## Archdiocesan Transcript Request Form License Renewal

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

<b>Type of Professional Learning</b>	<b>Points</b>
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.	
<b>Total Points</b>	

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature

### **Transcript Request Checklist:**

Send:

- \_\_\_\_\_ this completed form
- \_\_\_\_\_ copy of your current teaching license
- \_\_\_\_\_ all signed Attendance Verification Forms (**make a copy for your files**)
- \_\_\_\_\_ verification of college credit (can be a copy of an official transcript)

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

**Make copies of all forms you send to us. We will not return them.**

In 4-6 weeks you will receive an Archdiocesan transcript via email. Please print for your records. Also, your principal will need to upload the transcript along with your official college transcripts to KSDE after you complete the license renewal application.

Send fees to the State Department of Education. (For information go to [www.ksde.org](http://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.