Thank you for your interest in the University of Wisconsin – Milwaukee and Special Education. You have taken the first step to change your career and to positively impact the education of students with disabilities.

**Post-Baccalaureate Special Education Teacher Certification Programs:**

- **Early Childhood Special Education (ECSE):** Pre-K through 3rd grade (approximate ages birth through 8)
- **Middle Childhood to Early Adolescence (MCEA):** 1st grade through 8th grade (approximate ages 6 through 13)
- **Early Adolescence to Adolescence (EAA):** 6th grade through 12th grade (approximate ages 10 through 21)
- **Deaf and Hard of Hearing (D/HH):** Pre-K through 12th grade (approximate ages birth through 21)

**This is the ONLY D/HH certification program offered in the state of Wisconsin!**

Once you have completed a program you will be eligible for an Initial Educator teaching license from the Wisconsin Department of Public Instruction (DPI).

**Master of Science in Exceptional Education**

Students interested in earning a Master’s degree in Exceptional Education with a focus in special education teaching must first apply directly to one of the above Post-Baccalaureate Teacher Certification Programs. Once accepted into a certification program students work with an advisor to determine when to apply to the Graduate School. A minimum of 15 credits of coursework in the certification program may be applied to the 30 credit Master’s degree. For more information on our Master’s program, please visit our website at: [http://uwm.edu/education/academics/exceptional-edu-ms/](http://uwm.edu/education/academics/exceptional-edu-ms/)

**If your educational background is...**

**BACHELOR’S DEGREE CANDIDATE AT AN ACCREDITED COLLEGE OR UNIVERSITY:** Students who are in their final semester of a Bachelor’s degree program may apply. Provide a letter from a school official stating the projected completion date of the Bachelor’s degree, and the most recent official transcript. If accepted, students provide an official transcript verifying Bachelor’s degree completion before starting the program.

**MCEA REGULAR EDUCATION STUDENT AT UWM:** Students enrolled in the UWM Middle Childhood to Early Adolescence program in the Department of Curriculum and Instruction may participate in the “5th Year Collaborative Program” which allows a student to receive dual certification in regular and special education at the Middle Childhood to Early Adolescence level. Interested students may submit a complete application to our program during the final year of their Curriculum and Instruction regular education program.

**BACHELOR’S DEGREE NOT IN TEACHING:** Students who enter our programs with a Bachelor’s degree in diverse educational backgrounds can provide important alternative perspectives and enrich the lives of students with disabilities. If you have limited experience with individuals with disabilities or working in school settings, we strongly suggest “shadowing” a special educator to become more familiar with the environment of a special education classroom.

**LICENSED TEACHER IN REGULAR OR SPECIAL EDUCATION:** Students who enter our programs as licensed teachers have previous training in the education field. This educational training may reduce the program length required to add-on a special education teaching certification. For further information about program requirements, review the program summary sheets on our website and contact us.
UWM Special Education Teacher Certification Programs
APPLICATION PROCESS GUIDE

Minimum admission requirements
☐ Bachelor’s degree from an accredited college or university
☐ 2.50 cumulative GPA (see page 7 for more information on GPA requirements)
☐ An active 5-year Initial, Profession I, or Master’s Educator Wisconsin Teaching License or passing scores on an approved Basic Skills Test (see page 4 for more information on Basic Skills Test requirements)

Application deadlines
Below are the upcoming application deadlines. We strongly recommend that you plan ahead and submit a complete application during one of the earlier deadlines to increase your chances of: a) obtaining a place in the cohort, b) applying to the UWM/MPS Pre-Internship/Internship Program, and c) securing financial aid.

Deaf and Hard of Hearing, Early Adolescence to Adolescence, and Middle Childhood to Early Adolescence

<table>
<thead>
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<th>November Deadline</th>
<th>Wednesday, November 1, 2017</th>
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<td>December Deadline</td>
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<td>April Deadline</td>
<td>Monday, April 2, 2018</td>
</tr>
<tr>
<td>May Deadline</td>
<td>Tuesday, May 1, 2018</td>
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</tbody>
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**Rolling Admission based upon individual program capacity after May 1st.**

With a complete application you will be invited to an interview. Interviews are scheduled within two weeks of each deadline. You will be notified of program acceptance within 14 days of your interview. In most cases, you will likely begin your program in the 2018 Summer semester.

The Early Childhood Special Education program has rolling admissions and therefore does not follow the above deadlines. Applicants are interviewed as complete applications are received. It is recommended that applicants submit a complete application at minimum four weeks prior to the start of the semester in which they wish to enroll.

To complete an application
Use the checklist provided on page 5 to prepare the documents needed to submit a complete application.

To submit an application
Mail or drop off your application materials to:

Drop Off Address:
School of Education
Office of Student Services
2400 E. Hartford Avenue, Enderis Hall 209
Milwaukee, WI 53211-3159

Mailing Address:
School of Education
Office of Student Services
Attn: Undergraduate Admissions Manager
P.O. Box 413
Milwaukee, WI 53201-0413

Questions?
Contact the Undergraduate Admissions Manager
(414) 229-6675 or kaczmarm@uwm.edu
Admissions Process Overview:

Step 1: Submit a Complete Application for the special education teacher certification program of choice listed below:
- Early Childhood Special Education (ECSE): Pre-K through 3rd grade (approximate ages birth through 8)
- Middle Childhood to Early Adolescence (MCEA): 1st grade through 8th grade (approximate ages 6 through 13)
- Early Adolescence to Adolescence (EAA): 6th grade through 12th grade (approximate ages 10 through 21)
- Deaf and Hard of Hearing (D/HH): Pre-K through 12th grade (approximate ages birth through 21)

Step 2: Faculty Interviews are scheduled after submission of a complete application. ECSE applicants will be invited to an interview within two weeks of submission of a complete application. Complete D/HH, EAA, and MCEA applicants will be invited to an interview within two weeks of an application deadline.

- Faculty members assess application materials and interview applicants (interview includes a writing sample)
- Fieldwork Options for participating in the program will be discussed based on applicant’s educational/professional background and personal preferences

| Student Teaching with a Cooperating Teacher: student is placed in a special education classroom with a cooperating teacher in a non-paid position |
|---|---|
| On the Job: student acquires his or her own faculty approved special education teaching/paraprofessional position in any school district and is observed several times per semester |
| UWM/MPS Pre-Internship/Internship Program: student applies after program acceptance. Availability is based on MPS’ hiring needs and program acceptance does not guarantee a Pre-internship/Internship. These options are ONLY available in the EAA, ECSE, and MCEA programs |

Internship: Students entering the program with regular education certification or special education classroom experience with strong recommendations from administrators are eligible to apply to the internship upon program acceptance. Interns are assigned to a MPS special education position and become the “teacher of record” with beginning MPS teacher salary and benefits

Pre-Internship: Students without classroom experience interested in the UWM/MPS Internship program apply to be a pre-intern. Pre-interns work as paid paraprofessionals in carefully selected sites teaching alongside a special education teacher. Upon successful completion of the year long pre-internship candidates are recommended for internships in Year Two of the certification program

Step 3: Decision Letters are sent out within 14 days of your interview.

Step 4: Upon Program Acceptance (if admitted):
- Review your acceptance letter for important information including: your start term, conditions of admission, how to register for classes, and important department contact information
- You will be assigned two advisors for the duration of your program
  - Academic Advisor: contact person for university policies, procedures, and information regarding program requirements such as Praxis Subject Assessment and ACT 31
  - Faculty Advisor: contact person for course planning, portfolio development, and other program requirements
- Familiarize yourself with your certification summary, which is an outline of your program requirements
- Consider how you plan to complete your fieldwork requirements (see Fieldwork Options table above)
- You will be invited to a Post-Baccalaureate Program Orientation at UWM. This invaluable orientation typically takes place in spring to prepare students for starting the program and is **mandatory** for all incoming students.
Basic Skills Test Information

The state of Wisconsin requires all students applying for admission into an educator preparation program in Wisconsin pass a competency test in communication skills (Reading, Writing, and Math) prior to admission. The Praxis Core Academic Skills for Educators Test will be used to meet the communication skills requirement with appropriate minimum passing scores. Previously completed Praxis I Pre-Professional Skills Test (PPST) scores can also be used with appropriate minimum passing scores.

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<td>Math</td>
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If you have completed the ACT, SAT, or GRE with passing scores within the last 10 years of your start term you may utilize this test to satisfy the Basic Skills Test requirement:

- **ACT Test**
  - Composite score of 23 or above with minimum score of 20 on English, Math, and Reading
- **ACT Plus Writing Test**
  - Composite score of 22 or above with a minimum score of 20 on English/Writing combined
- **SAT Test**
  - Minimum score of 510 on Critical Reading, 480 on Writing, and 520 on Math
- **GRE**
  - Minimum score of 150 on Verbal, 145 on Quantitative, and 3 on Analytical Writing

**Example:** for Fall 2017 admission, the Fall semester begins on September 5, 2017. Any ACT, SAT, or GRE must have been completed on or after September 5, 2007 in order to be considered an eligible test. The GRE must be the Revised GRE taken after August 11, 2011 to be considered an eligible test.

If you successfully completed the ACT, SAT, or GRE outside of the timeframe outlined above, unfortunately that test would not be eligible for consideration. In this case you would be required to successfully complete one of the Basic Skills Tests for admission within the established timeframe. Re-taking an outdated, successfully completed test is an option.

An official copy of your passing scores is required. To ensure that your scores are reported to the UW Madison School of Education you must indicate UWM’s school code. The Praxis I/Core, SAT, and GRE all share school code 1473 for UWM, while UWM’s school code for the ACT is 4658. It is important to take a basic skills test at least two months prior to applying to a program as test results may take up to 4-6 weeks to be reported to UWM.

**SPECIAL CONSIDERATIONS:** You may be eligible to apply if you can provide documentation that you have passed two of the Praxis I/Core subtests. If accepted into a program you will be “conditionally admitted” and will need to pass the final subtest of the Praxis I/Core before the end of your first year in your program. The ACT, SAT, and GRE do not have any special considerations or exceptions to the required scores.

We highly recommend that you prepare for a Basic Skills Test. Recommended resources:

- **UWM offers FREE Praxis Core test preparation in Enderis Hall 290.** Contact the Office of Student Services for information at (414) 229-4721 or visit their website: http://uw.edu/education/academics/resources/student-services/
- **The Educational Testing Service (ETS) has free Praxis Core and GRE study materials,** as well as items for purchase. ETS also provides strategies and study tips regarding test anxiety that you may access via the ETS website: www.ets.org
- **SAT test preparation resources** are available via the SAT website: https://collegereadiness.collegeboard.org/sat
- **ACT test preparation resources** are available via the ACT website: http://www.act.org/
**Application Checklist – Use to Prepare Required Documents**

**Please review this checklist and submit all required documents unless directed otherwise below:**

**UWM MCEA 5th Year Collaborative Program applicants** only need to submit the following documents:
1) University of Wisconsin System Electronic Application, 2) Department of Exceptional Education Application, 3) Department of Exceptional Education Checklist Form, 4) Personal Statement, 5) Resume

**EAA Add-On (for current MCEA or ECSE Licensed Special Education Teachers) and ECSE 809 Add-On (for ECSE 808 Licensed Special Education Teachers) applicants** only need to submit the following documents:
1) University of Wisconsin System Electronic Application, 2) Department of Exceptional Education Application, 3) Department of Exceptional Education Checklist Form, 4) Official Transcripts, 5) Copy of active 5-year Wisconsin Teaching License

- **Active 5-year Initial, Professional, or Master Educator Wisconsin Teaching License or passing scores on an approved Basic Skills Test**, see page 4 for Basic Skills Test information
- **Official Transcripts** You should request official transcripts from all institutions of higher education, technical colleges, schools, and programs except UWM. If you attended UWM, you may submit unofficial transcripts. Do not send transcripts directly to UWM. Transcripts should be sent directly to you but should not be opened upon receipt. Include the unopened envelopes with the other application materials. Unfortunately, we cannot accept photocopies of transcripts or transcripts not in a sealed envelope. If you attended UWM and transfer work from another institution is reflected on your UWM transcript, you only need to submit a UWM transcript.
- **Department of Exceptional Education Application** on page 9 of this packet
- **Department of Exceptional Education Checklist Form** on pages 10 and 11 of this packet
- **University of Wisconsin System Electronic Application**, see page 6 and 7 of this packet for instructions
- **Personal Statement** which explains why you want to become a Special Education Teacher. Discuss why you are applying to this program with its urban education mission. Describe the experiences that have influenced your decision and outline your strengths for teaching students with disabilities. **One page minimum, typed**
- **Resume**, current copy. Your resume provides us additional information about the knowledge, skills, and experience you will bring to your selected program
- **Two Recommendation Forms/Letters**
  - D/HH, ECSE, and MCEA Programs:
    - If you are working in a school setting as a **permit teacher or paraprofessional**, please submit two recommendation forms (pages 12 and 13) filled out by someone in an **administrative position**
    - If you are working as a **substitute teacher**, one recommendation form (pages 12 and 13) must be submitted from an administrator and the other may be a letter of recommendation
    - If you **are not currently working in a school setting**, submit two current letters of recommendation from supervisors or professionals who can speak to your potential for teaching students with disabilities in an urban education setting. Letters from friends or relatives are unacceptable. **All recommendation letters must be from a person in a supervisory position**

**EAA Program:**
- Two UW-Milwaukee Department of Exceptional Education Recommendation Forms (pages 12 and 13) must be submitted by current or past employers

*Do not submit this page! This page is your copy of the checklist. Submit the checklist on pages 9 and 10 to us!*
University of Wisconsin System Online Application Instructions

All applicants to the Post-Baccalaureate Special Education Teacher Certification Programs are required to apply online for admission to the University of Wisconsin – Milwaukee (UWM). This online application is required even if an applicant has applied to UWM previously as an undergraduate, graduate, or special student. Applications will be considered incomplete if an online application is not submitted.

Instructions for applying online:

Step 1 – Go to https://apply.wisconsin.edu, apply to UW-Milwaukee and fill out the necessary information.

Step 2 – When you arrive at the “Post-Secondary Education:” question, select “Undergraduate Degree”.

Step 3 – The next question will ask for “Reason for Applying”. Select “Major, minor, or certification at the undergraduate level”.

Step 4 – The next question will ask “Applying as”. Here you will select “Post-Baccalaureate Teacher Certification”.

Post-Secondary Education:

- No college courses
- Some college courses (taken or will take before enrollment - do not include Advanced Placement [AP] Program courses)
- Undergraduate degree (4-year bachelor) (have or will have before enrollment)
- Graduate degree (Master, Doctoral, Specialist, Professional)

Reason for Applying:

- Additional undergraduate degree
- Major, minor, or certification at the undergraduate level
- UW Flexible Option - undergraduate degree or certificate
- Undergraduate courses as visitor/guest student
- Graduate degree (Master, Doctoral)
- Graduate Non-Degree (graduate courses taken as visitor, guest, certificate, certification or personal/professional enrichment)

Applying As:

- Post-Baccalaureate Teacher Certification
- Certification Program (non-teaching)
- Additional major
- Additional minor
- Reentry with Interim Work
- Reentry without Interim Work
Step 5 – The next question will ask you to “select your intended major or field of study”. Scroll down and select “Education [SOE] * Major” under “Education-Related Studies”.

Step 6 – Next you will need to select a “Program [School/College] * Program Type”. Under “Interdisciplinary Studies” select “Education - Teaching [SOE] * Field of Study”.

Step 7 – Follow the remaining steps of the application.

Please note that there is no application fee for this type of application. Please ignore the payment page and DO NOT MAKE A PAYMENT.

After UWM receives your application, you will receive a letter indicating that supplemental materials are required. The supplemental materials are all of the items listed on page 5 of this packet. You application is not complete until the Undergraduate Admissions Manager receives all of your materials.
GPA Requirements

To apply for admission a minimum undergraduate cumulative grade point average (GPA) of a 2.50 or higher in a conferred Bachelor's degree from an accredited college or university is required.

**If your undergraduate GPA was below a 2.50 you can still apply if:**

a) You have earned **at minimum a 2.50 GPA over the last 60 credits** of your most recent college level work

or

b) You have earned **at minimum a 3.00 GPA in at least 9 graduate credits within the last 3 years**. Your program must have been a special education program or a directly related field (e.g. Curriculum & Instruction, Psychology, Educational Policy) at an accredited college or university

**If you do not meet the above criteria you can satisfy the GPA requirement by taking two courses (6 credits) and receiving a grade of “B” or better (B- not acceptable) in each course.** Select two courses from the following:

1. EXCEDUC 600: Survey of Exceptional Education
   or
   EXCEDUC 605: Child, Learner, Disability

2. EXCEDUC 630: Survey of Early Childhood Intervention – if interested in applying to ECSE
   or
   EXCEDUC 662: Collaborative Strategies – if interested in applying to D/HH, EAA, or MCEA

3. ED PSY 330: Introduction to Learning and Development
   or
   COMSDIS 240: Normal Speech and Language Development – approved in conjunction with Faculty Coordinator

Successful completion of six credits allows you to satisfy the GPA requirement, but does not guarantee admission into a program. Call (414) 229-5251 with any questions regarding the alternative options discussed above.

Financial Aid

**If you are interested in receiving financial aid while in a Post-Baccalaureate program you will want to begin investigating financial aid options before applying!**

The first step in determining your federal financial aid eligibility is completing your Free Application for Federal Student Aid (FAFSA). You can do this at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (indicate UWM’s school code: 003896). For information regarding scholarship opportunities, visit the UWM directory of scholarships at: [http://uwm.edu/financialaid/types-of-aid/scholarships/](http://uwm.edu/financialaid/types-of-aid/scholarships/)

For any questions regarding financial aid contact UWM’s Department of Financial Aid, Student Employment and Military Education Benefits at:

2442 E. Kenwood Blvd.
Mellencamp Hall, Room 162
(414) 229-4541
Email: finaid@uwm.edu
Website: [http://uwm.edu/financialaid/](http://uwm.edu/financialaid/)
**UWM Department of Exceptional Education Application**

**Post-Baccalaureate Special Education Teacher Certification Programs**

### GENERAL INFORMATION

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### PROGRAM INFORMATION

Please indicate which program area you are applying to (check only one):

**EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)**

- □ 2 Year Program (for applicants without an education background)
- □ 1 Year Program (for ECE Regular Education Licensed Teachers)
- □ 809 Add-On (for current 808 Licensed Teachers)

**MIDDLE CHILDHOOD TO EARLY ADOLESCENCE (MCEA)**

- □ 2 Year Program (for applicants without an education background)
- □ 1 Year Program (for MCEA Regular Education Licensed Teachers)
- □ UWM 5th Year Collaborative Program (C & I MCEA students)
- □ MCEA Add-On (for current EAA or ECSE Licensed Special Education Teachers)

**EARLY ADOLESCENCE TO ADOLESCENCE (EAA)**

- □ 2 Year Program (for applicants without an educational background)
- □ 1 Year Program (for EAA Regular Education Licensed Teachers)
- □ EAA Add-On (for current MCEA or ECSE Licensed Special Education Teachers)

**DEAF/HARD OF HEARING (D/HH)**

- □ Pre-Kindergarten to Adolescence (2 Year Program)

### APPLICATION INFORMATION

Meeting the minimum application requirements does not guarantee admission to a certification program. Selection for admission to a Department of Exceptional Education Certification Program is based on academic records and other materials required as part of the application. Applications will not be considered if: (1) the application materials arrive after a deadline, (2) the application is incomplete, or (3) the applicant does not meet the minimum application criteria.

I certify that the information in this application is true and complete to the best of my knowledge and I understand that inaccurate information may affect my status. I understand this application and supporting documents become the property of the University of Wisconsin System.

Applicant’s Signature: ___________________________ Date: ________________
UWM Department of Exceptional Education Checklist Form

Please complete this checklist and submit all required documents unless directed otherwise below:

UWM MCEA 5th Year Collaborative Program applicants only need to submit the following documents:
1) University of Wisconsin System Electronic Application, 2) Department of Exceptional Education Application, 3) Department of Exceptional Education Checklist Form, 4) Personal Statement, 5) Resume

EAA Add-On (for current MCEA or ECSE Licensed Special Education Teachers) and ECSE 809 Add-On (for ECSE 808 Licensed Special Education Teachers) applicants only need to submit the following documents:
1) University of Wisconsin System Electronic Application, 2) Department of Exceptional Education Application, 3) Department of Exceptional Education Checklist Form, 4) Official Transcripts, 5) Copy of active 5-year Wisconsin Teaching License

Required Materials:

☐ Copy of active 5-year Wisconsin Teaching License, if applicable
Active Licenses/Certifications Held: ____________________________

☐ Basic Skills Test Requirement, fill in scores for only ONE test!

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<td>Math: (Minimum Passing Score: 20)</td>
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<tr>
<td>Analytical Writing: (Minimum Passing Score: 3)</td>
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ACT, ACT Plus Writing, SAT, and GRE scores must be within 10 years of your start term.

☐ Official Transcripts from all institutions of higher education, technical colleges, schools and programs except UWM.

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10
UWM Department of Exceptional Education Checklist Form (Continued)

☐ Department of Exceptional Education Application, page 9 of this packet

☐ Department of Exceptional Education Checklist Form, pages 10 and 11 of this packet

☐ University of Wisconsin System Electronic Application, see pages 6 and 7 of this packet for instructions

☐ Personal Statement which explains why you want to become a Special Education Teacher. Discuss why you are applying to this program with its urban education mission. Describe the experiences that have influenced your decision and outline your strengths for teaching students with disabilities. One page minimum, typed

☐ Resume, current copy. Your resume provides us additional information about the knowledge, skills, and experience you will bring to your selected program

☐ Two Recommendation Forms/Letters of Recommendation

D/HH, ECSE, and MCEA Programs:
- If you are working in a school setting as a permit teacher or paraprofessional, please submit two recommendation forms (pages 11 and 12) filled out by someone in an administrative position
- If you are working as a substitute teacher, one recommendation form (pages 11 and 12) must be submitted from an administrator and the other may be a letter of recommendation
- If you are not currently working in a school setting, submit two current letters of recommendation from supervisors or professionals who can speak to your potential for teaching students with disabilities in an urban education setting. Letters from friends or relatives are unacceptable. All recommendation letters must be from a person in a supervisory position

EAA Program:
- Two UWM-Milwaukee Department of Exceptional Education Recommendation Forms (pages 11 and 12) must be submitted by current or past employers

Name of Person for Form/Letter I: ______________________________

Name of Person for Form/Letter II: ______________________________

Mail or drop off your application materials to:

Drop Off Address:
School of Education
Office of Student Services
2400 E. Hartford Avenue, Enderis Hall 209
Milwaukee, WI 53211-3159

Mailing Address:
School of Education
Office of Student Services
Attn: Undergraduate Admissions Manager
P.O. Box 413
Milwaukee, WI 53201-0413

Questions?
Contact the Undergraduate Admissions Manager
(414) 229-6675 or kaczmarm@uwm.edu
**Applicant’s Name:** ________________________________  
**Date:** ______________

**Your Name:** ________________________________  
**Your Position:** ________________________________  
**School/District:** ________________________________

**As someone in a supervisory role, what sources of information were used to complete this form? (Check one or more)**

- [ ] Direct observation  
- [ ] Comments from colleagues/other supervisors  
- [ ] Conferences/discussion with applicant  
- [ ] Review of documents/teaching samples  
- [ ] Other

The aforementioned applicant is applying to the UW-Milwaukee Exceptional Education Teacher Certification Program. This form serves as a substitute for a formal letter of recommendation. Your input is extremely valuable, as this will help us determine the applicant’s entry into the program. **Please include comments to clarify your rating.**

<table>
<thead>
<tr>
<th>Shows professionalism in working with students, staff and families</th>
<th>Bottom 50% (Poor)</th>
<th>Top 50% (Average)</th>
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**Comments regarding professionalism:**

| Is respectful of students                                     |                   |                  |                   |                  |                 |
| Is respected by students                                      |                   |                  |                   |                  |                 |
| Has high expectations for all students                        |                   |                  |                   |                  |                 |
| Focuses on student learning                                   |                   |                  |                   |                  |                 |
| Has the disposition to work successfully with students with disabilities |                   |                  |                   |                  |                 |
| Takes initiative                                              |                   |                  |                   |                  |                 |
| Is a learner                                                  |                   |                  |                   |                  |                 |

**Comments regarding dispositions:**

| Demonstrates a high level of commitment for teaching in an urban context |                   |                  |                   |                  |                 |
| Embraces diversity and examines one’s own beliefs and biases to foster continued growth |                   |                  |                   |                  |                 |

**Comments regarding response to diversity:**

**Please mail/fax form to:** School of Education, Office of Student Services, P.O. Box 413, Milwaukee, WI 53201-0413  
**FAX:** (414) 229-4705

**Signature of person completing the form:** ________________________________  
**Date:** ______________

**Email:** ________________________________  
**Phone:** ________________________________

**Please use reverse side of this page if you would like to offer additional comments about the applicant’s potential as a special education teacher.**
As someone in a supervisory role, what sources of information were used to complete this form? (Check one or more)

- Direct observation
- Comments from colleagues/other supervisors
- Conferences/discussion with applicant
- Review of documents/teaching samples
- Other

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