Elementary Education Residency Licensure Certificate Program Handbook

EPP Director/RLCP Coordinator

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Program Website: https://www.waynecc.edu/programs/elementary-education-residency-licensure/

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The Residency Licensure Certificate Program information provided in this handbook is subject to change pending clarification from NCDPI. Prospective applicants should consult their EPP Campus Director and DPI websites for the most updated information regarding processes and deadlines.

WCC's Vision Statement
Wayne Community College will be the preferred source for quality education and workforce preparedness to serve as a catalyst for economic growth.

WCC's Mission Statement
Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open-door admissions policy. WCC is located in Goldsboro, North Carolina, and is part of the North Carolina Community College System.
Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

WCC's Core Values
The College is united in sharing these core values:
- Communication: Encourage open dialogue at all levels
- Compassion: Exhibit concern for others
- Diversity: Value and respect each person's uniqueness
- Equity: Ensure freedom from bias or favoritism
- Excellence: Set and meet high standards
- Inclusion: Improve participation for all
- Integrity: Cultivate an environment of fairness and honesty
- Leadership: Develop and demonstrate leadership skills for our students, employees, and community
- Learning: Improve the quality of life by providing knowledge and developing skills
- Service: Foster a commitment in employees and students of serving and assisting others
- Stewardship: Hold ourselves accountable for the efficient and effective use of the resources entrusted to us
- Teamwork: Work together and encourage collaboration
- Unity: Operate as one college in purpose, plans, priorities, and processes

WCC's Goals
1. Increase Student Access: Develop policies and practices that provide increased opportunities and remove barriers for all students to enter into, and successfully proceed through training programs or post-secondary education.
2. Ensure Program Excellence: Develop and implement effective training and academic opportunities responsive to the needs of our community and industry partners.
3. Improve Student Success: Prepare students to thrive in today's global economy by increasing the number of students leaving with workforce ready credentials, skills, and/or university transfer pathways.
4. Ensure Institutional Quality: Engage in organized, strategic, and data-informed planning to continually improve relevance and quality in all college administrative, students, and support services to ensure that the College's vision, mission and goals will be achieved.

NCDPI and Cultivating Carolina Classrooms

The North Carolina Department of Public Instruction (NCDPI) collaborated with the North Carolina Community College System (NCCCS) to develop the Cultivating Carolina Classrooms program to provide a streamlined opportunity in the community college that simplifies, aligns, and accelerates the pathway to elementary education licensure. Wayne Community College (WCC) is an approved NCDPI Educator Preparation Program (EPP). The Wayne Community College Residency Licensure Certificate Program (RLCP) offers a two-year cohort model designed to assist teacher candidates in meeting Residency Licensure eligibility requirements. Our program's six course plan of study is offered online with continuous enrollment.

What is Residency Licensure?

The Residency License (RL) is the current alternative licensure pathway that allows an individual to obtain an educator's license with the North Carolina Department of Public Instruction. An individual must meet all the eligibility criteria to be accepted into the EPP, to include completing the Residency Verification Form (Form RL) with the Local Education Agency (LEA) Licensure Specialist and the EPP Director. This verifies enrollment in the EPP and employment with the LEA. The Residency License application is submitted by the LEA to NCDPI. The Residency License is a one-year license, renewable up to two consecutive times (for a total of 3 years).

Residency License (RL) Process:
- An LEA offers employment to the individual. (Employment can occur before EPP affiliation for the Residency Licensure Certificate Program.)
- The individual affiliates with an approved Educator Preparation Program.
- The Residency License requires the acknowledgement of employment with an LEA and enrollment in an EPP. The Residency Verification Form (Form RL) must be signed by all parties. The educator, the LEA and EPP.
- The LEA is responsible for requesting the Residency License on the individual's behalf.
- The individual successfully completes all pedagogy requirements to include course work, State Board of Education testing, and edTPA as required by the EPP prior to the expiration of the final year of the Residency License.
- The individual is recommended for clear licensure by their EPP.

Qualifications to be enrolled in WCC's EPP Residency Licensure Program:
- A bachelor's degree from an accredited institution
- 2.7 or higher GPA
- 24 semester hours in general education (6 semester hours of Math, 6 semester hours of Social Studies, 6 semester hours of English, and 6 semester hours of Science
- A job or job proposal as the lead teacher/teacher of record in an elementary classroom (K-6)

Acceptance, Enrollment and Residency Process:

- An LEA employs the individual. Employment often occurs before EPP affiliation.
- The individual affiliates with a state-approved EPP — Educator Preparation Program
- The LEA will verify both employment and EPP admission to DPI through a RL form process when submitting for the residency license.
- The individual successfully completes all course work, testing, and portfolio as required by the EPP prior to the end of the third year of school employment
- The individual is recommended for clear licensure by their EPP.

**How to Apply to WCC's EPP for Elementary Education RLCP:**

All interested applicants should complete the Alternative NC Teaching Licensure: NCCS Cultivating Carolina Classrooms- NCCCS Residency Licensure Program Application online through CFNC to apply. (*Please note: Applications are completed through CFNC, not on the WCC website.)
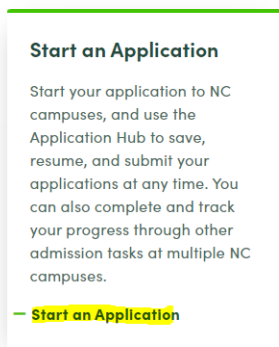
Applicant Steps:

1. Create a CFNC account to access the application link (required by the system)
2. Click "Apply to College"

3. Click "Application Hub" CFNC.org – Application Hub
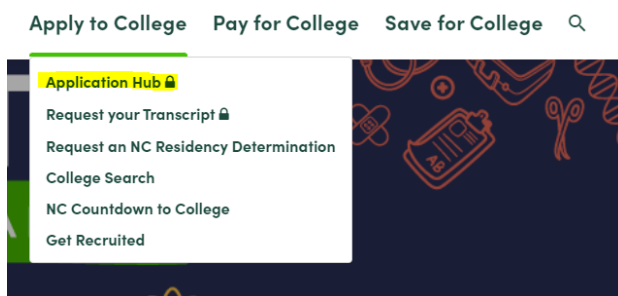
4. Click "Start an Application" on the right of the screen.

5. At the list of schools, Select "Alternative NC Teaching Licensure: NCCCS Cultivating Carolina Classrooms."

6. Under the drop-down menu select "NCCCS Residency Licensure Program"

7. Select Apply

- At the start of the application, you must complete the "Residency Determination" form using your social security card and driver's license.
- In addition to the application, students must provide: • unofficial transcripts for admissions purposes • official transcripts once admitted to the program • a letter of employment or promised placement from the PSU/LEA

8. When you arrive at the field for "Educator Prep Program," you will be asked to select your top three community college options. Please select "Wayne Community College" as your first option.
9. Submit your application
10. Once the application is submitted, the applicant will be contacted by the NCCCS EPP Program Coordinator to determine eligibility and college placement of the applicant.
11. The application will then be forwarded to WCC for admission to the Residency Licensure Certificate program. The applicant will be officially enrolled in the WCC RLCP once an official transcript(s) is received and reviewed by admissions.

Note about application submission: Once an application is received, through the Alternative NC Teaching License: NCCCS Cultivating Carolina Classrooms Application portal, the NCCCS EPP Program Coordinator will evaluate the applicant's eligibility for the program and contact the applicant. The application will then be forwarded to the appropriate community college for admission to the program. The applicant will be officially enrolled in the program once an official transcript(s) is received and reviewed by the local community college contact for the Residence Licensure Certificate Program.

Transcripts:

Initially, unofficial transcripts will be required for submission for review and to determine acceptance into the EPP. Please do not fill out an EPP application until your transcripts have been reviewed by WCC's Campus Director. Once you have been accepted into the program, all official college and/or university transcripts will be required.

All official transcripts that are submitted to our registrar's office are required to be officially sealed and unopened. They can be submitted by mail or electronically.

They can be mailed to:

OFFICE OF ADMISSIONS AND RECORDS
WAYNE COMMUNITY COLLEGE
PO BOX 8002 GOLDSBORO, NORTH CAROLINA 27533-8002

College electronic transcripts should be sent directly to the WCC Admissions Office via email at wcc-admissions@waynecc.edu. Transcripts must be password protected to be official.

Residency Licensure Certificate Program Acceptance Notification

A Residency Licensure Certificate Program "Welcome" email will be shared from the Campus Director outlining important information and next steps to start the program process.

Required Documentation**:** (These forms are located in the welcome email and in Appendix A of this handbook)

- Letter of Employment to be signed by employer
- RL From to be completed by the teacher candidate, signed by the LEA licensure agent and the EPP
- FERPA form to be filled out and signed by teacher candidate

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. Signing a FERPA form releases WCC to have communication with appropriate individuals in your LEA.

Expectations of the EPP:

- 6 EDU courses online with a few face-to-face meetings. (Students no longer have to search for courses at surrounding institutions)
- One-on-one advising, mentoring, and coaching by experienced educators
- In-person classroom observations
- Step-by-step guidance through the process of receiving licensure
- Close partnership with the local education agency to provide the best possible experience

Expectations of the Residency License Teacher Candidate:

- Complete the 6-course plan of study earning a grade of "C" or higher in each course
- Successful complete both the Pearson and Praxis licensure exams
- Complete the edTPA portfolio required for licensure recommendation eligibility
- Successful teaching in the classroom and willingness to respond to supportive coaching
- Agree to and uphold the Code of Ethics for North Carolina Educators

Courses Required for Elementary Education Residency Licensure (18 Credit Hour Certificate):

- EDU 270 Effective Instructional Environments (2 SHC)
- EDU 272 Technology, Data, and Assessment (3 SHC)
- EDU 277 Integrated Curriculum & Instructional Strategies: Math/Science (3 SHC)
- EDU 278 Integrated Curriculum & Instructional Strategies: Social Studies/ELA (3 SHC)
- EDU 279 Literacy Development and Instruction (4 SHC)
- EDU 283 Educator Preparation Practicum (3 SHC)

Course Order

Semester 1	Semester 2	Semester 3	Semester 4
EDU 270	EDU 278	EDU 272	EDU 283
	EDU 279	EDU 277	

- Semester 2 and Semester 3 are interchangeable based on the cohort's starting semester.
- A grade of C or higher is required in all 6 courses.
- These courses will be held through Wayne Community College in an online/hybrid model: mostly online with a few face-to-face meetings per course.
- EDU 270, EDU 272, EDU 277, EDU 278, and EDU 279 must be completed and passed before entering EDU 283.
- Learners who are unable to pass edTPA requirements may be permitted an "Incomplete" in order to resubmit a rubric. These circumstances will be reviewed by the RLCP Coordinator

Financial Overview

Here is a link to tuition and fees: https://www.waynecc.edu/admissions/tuition-fees/
- Since they hold a bachelor's degree, teacher candidates do not qualify for federal financial assistance.
- Wayne Community College Foundation scholarship money is available for qualifying teacher candidates. Scholarship applications open in the spring of each semester WCC Foundation Website

Attendance Policy for EPP Courses

You must attend 80% of each course. Attendance in an online class consists of actively participating through submitting assignments in Moodle by the due date and attending required synchronous sessions.

If a teacher candidate in an EPP course:
- does not submit any work for two consecutive weeks
- is absent for more than 14 consecutive days without communication to the instructor
- does not attend the required synchronous sessions without prior notification

Then the teacher will be dropped from the class because of non-participation.

If a student drops, withdraws, or stops attending a class, they will receive a grade of "W" or "OW."

Special Note: If a student drops or fails a course, it can be retaken in a semester prior to EDU 283

Course Descriptions

EDU 270: Effective Instructional Environments (2 credit hours)

This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this course, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.

EDU 272: Technology, Data, and Assessment (3 credit hours)

This course is designed to provide learners with the knowledge and skills to utilize digital instructional technologies, student information system software, learning management systems, and technology-based assessments to plan and implement appropriate educational experiences and interventions in the classroom. Topics include educational technology to enhance culturally responsive instruction, technology-based assessment, assistive technologies, record keeping, artifact documentation,

digitally recording and tracking formative and summative assessments, using relevant data to inform practice, and ethical practices for technology and assessment.

Upon completion, learners will be able to demonstrate effective integration of educational technology into classroom practice, appropriate use of technology-based assessments, and practical application of data to inform educational planning and interventions. Utilize information and learning systems to maintain inclusive communications to directly impact student learning.

EDU 277: Integrated Curriculum and Instructional Strategies: Math/Science (3 credit hours)

This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based math and science K -12 instruction. Topics include essential math and science concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology-enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice.

Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate math and science instruction aligned to the NC Standard Course of Study, other professional and national standards.

EDU 278: Integrated Curriculum and Instructional Strategies: Social Studies/ELA (3 credit hours)

This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based social studies and ELA K -12 instruction. Topics include essential social studies and ELA concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology-enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate social studies and ELA instruction aligned to the NC Standard Course of Study, other professional and national standards.

EDU 279: Literacy Development and Instruction (4 credit hours)

This course is designed to provide learners with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to implement scientifically based, systematic reading and writing strategies into educational practice.

Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology-enhanced lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, and reflective practice.

Upon completion, learners should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other professional and national standards.

EDU 283: Educator Preparation Practicum (3 credit hours)

This course is designed to allow learners to demonstrate acquired skills and competencies in a developmentally appropriate learning environment.

Topics include dispositions of effective teachers, portfolio assessment development, reflective practice, teaching methods, assessment strategies, and professional practices based on state and national Teaching Standards.

Upon completion, learners should be able to provide a portfolio assessment with evidence of ethical/professional standards, respect for a diverse population in learning environments, content knowledge, appropriate guidance intervention, and grade-level technology-enhanced lesson planning/assessments through practices in the classroom environment.

Special Notes for Coursework Plan of Study:

Your plan of study remains valid if:
- You remain employed as a lead teacher under residency in a DPI-approved North Carolina LEA
- You hold an unexpired residency license in the area for which you have been hired or emergency status with 24 hours of relevant coursework; if you hold an emergency license, you must convert to a residency license to remain in the program
- The licensure area on your plan of study matches the licensure area on your residency license and service area
- You earn a grade of "C" or better in all courses and you have a GPA of 2.7 or higher prior to enrolling in EDU 283

Observation Requirements

The EPP framework requires at least two observations per semester the teacher candidate is enrolled in the program. The purpose of observations is to give the Residency Licensure Coach an opportunity to observe your classroom environment and see firsthand the incredible work you do every day. These observations are not formal evaluations; rather, they are intended to be stress-free and casual and aim to capture a genuine snapshot of your teaching practices and interactions with your students. A Classroom Checklist and the North Carolina Teacher Evaluation Rubric are used during these observations to help teachers (See Appendix A). Teacher Candidates will receive post observation notes and will complete reflections about the observation. Wayne Community College has a signed Memorandum of Understanding with Local Education Agencies of the teacher candidates to allow coaches into the schools to complete these observations.

Criteria for Program Completion/Licensure Recommendation

Learners are assessed throughout their time in the program using multiple measures to ascertain their skills, competencies, and dispositions. This ensures that learners have acquired the appropriate levels of mastery to effectively teach in a K-6 classroom. Once learners begin the program, they must maintain a minimum GPA of 2.7 throughout the program participation, which is in alignment with the legislated GPA entrance requirement.

To successfully complete the Residency Certificate program, a candidate must meet the following requirements.

1. Complete all coursework with a grade of 'C' or better.

2. Before applying for licensure with NC Department of Instruction, the candidate must pass the following tests *(Note: It is strongly recommended learners pass before entering EDU 283)*:

    a. Pearson Test 190 (old test – 090): Foundations of Reading and

    b. Pearson Test 203: Mathematics Subtest or

    c. Praxis Test 7813: CKT Math Subtest

3. Successfully complete edTPA portfolio requirements

4. Set up a DPI NC account and apply to NCDPI Online Licensure System and the Institute of Higher Learning (IHL) will complete the V Form

Testing Information:

All teacher candidates must produce passing test scores before the RLCP makes a recommendation for licensure. Tests should be taken in semester 2 and semester 3 of the program. Consult instructors and coaches for advice on when to schedule tests.

Assessment Fees:
Praxis Test: Elementary Education: Mathematics— CKT 7813 $78
Pearson Test: Foundations of Reading - Test Code 190- $139

Portfolio Information:

edTPA

All candidates seeking initial licensure are expected to successfully complete and submit the edTPA portfolio assessment during EDU 283. All teachers will be expected to meet the minimum score, as established by NCDPI.

edTPA is a performance-based, subject-specific assessment and support system used by teacher preparation programs throughout the United States to emphasize, measure and support the skills and knowledge that all teachers need from Day 1 in the classroom.

edTPA consists of three tasks completed and submitted prior to the completion of EDU 283.

Content Area: Elementary Literacy (K-6)
- Task 1 – Planning – Plan a learning segment consisting of 3-5 lessons around a central topic. Teacher candidates analyze the lessons and reflect upon the planning process.
- Task 2 – Instruction – Teach and video record two clips from the lessons from the learning segment. Teacher candidates analyze the lesson and reflect upon the teaching process.
- Task 3 – Assessment – Analyze student performance related to the learning segment. Teacher candidates design and implement a plan for students, including those with special needs.

Assessment Fee: $300
Content Area: Elementary Literacy (K-6)
      3 Tasks: 15 Rubrics
       Required Overall Score: 38

Visit: https://www.edtpa.com/Home.aspx to learn more.

Note about Fees: Teacher Candidates are responsible for the fees of the required tests and portfolio submission.

NC Code of Ethics for Educators

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct. The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model. All learners in the Residency Licensure Certificate Program agree to uphold and abide by the NC Code of Ethics for Educators, see Appendix A. https://www.dpi.nc.gov/code-ethics/open

WCC Elevate Program – PreEPP Special Credit

This program is for teacher candidates are on a permit to teach or an emergency license and do not yet qualify for residency status. It provides opportunities for teacher candidates to obtain course credit towards the required 24 hours and/or raise your GPA to become eligible for the Elementary Education Residency Licensure Certificate Program at WCC.

Elevate Classes Include:

ENG 111	BIO 110	HIS 132
ENG 112	BIO 111	POL 120
ENG 114	AST 111	PSY 150
MAT 143	HIS 111	PSY 240
MAT 110	HIS 112	SOC 210
BIO 155	HIS 131	

- You will enroll as a special credit non-degree seeking student at WCC.
- You must take at least two courses at WCC to develop a new GPA.
- It is recommended that you take the courses that were originally taken in the four-year program and not passed or poorly done.
- Courses will be offered in fall, spring, and/or summer to prepare you for the application process.
- Here is a link to tuition and fees: https://www.waynecc.edu/admissions/tuition-fees/

How to Apply?

Step 1: Go to waynecc.edu and click apply now in the top right corner.
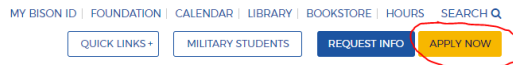
Step 2: Scroll to the bottom and click "Your Steps to Apply"
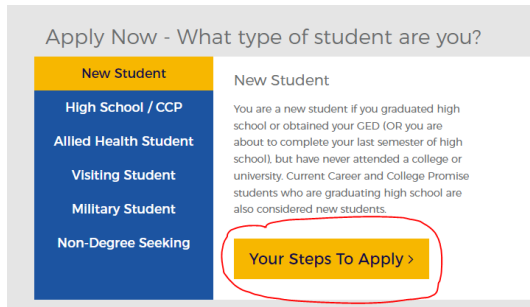
Step 3: Read Carefully to understand each step of the application process on this page. Afterwards, click "Apply Online Now:"

Step 1 – Complete Application

Apply Online Now!

You can also apply in person at the Admissions Office on the first floor of the Wayne Learning Center.

Step 4: Sign in or Create a CFNC account and follow the pages listed by clicking the next button at the bottom.

SPEICAL NOTE: When you get to the "Choosing a Program" line, click the down arrow, and select: Special Credit/Pre-Educator Preparation Program (EPP)

Choose the program of study/major which you are interested in pursuing: *

*Special Credit/Pre-Educator Preparation Program (EPP)

Show Majors information

EPP Complaint Process
Pursuant to North Carolina General Statue 115C-269.55, the North Carolina State Board of Education (SBE) has the authority to receive reports of allegations of noncompliance regarding specific laws and rules associated with Educator Preparation Program (EPP) requirements. The SBE does not have the authority to receive complaints related to contractual arrangements with an EPP, commercial issues, obtaining a higher grade or credit for training, or seeking reinstatement to an EPP. The complaint process allows students to report allegations of noncompliance with Article 17D of Chapter 115C of the General Statutes. This complaint process form can be found in the EPP course Moodle page and on the Wayne Community College EPP website at https://www.waynecc.edu/programs/elementary-education-residency-licensure/.

APPENDIX A - Forms

Wayne Community College
Educator Preparation Program

Verification of Employment

Please fill out the following form to verify your current employment for eligibility for Wayne Community College's Educator Preparation program.

_____   _____
Employee Full Name   School District

_____   _____
Employee Address   Name of School Currently Employed

_____   _____
Employee Phone Number   Date of Initial Employment (month/year)

_____   _____
Position (Include Grade Level)   School Year (fall-spring)

Check One:
☐ Full Time
☐ Part Time

By signing this document, you are attesting that the information provided is accurate and authentic, thereby verifying its correctness and validity.

_____   _____
Employee Signature   Employer Printed Name

_____   _____
Date   Title/Position

                                                               _____
                                                               Employer Phone Number

                                                               _____
                                                               Employer Signature

                                                               _____
                                                               Date

This letter is intended for professional purposes as required by the North Carolina Department of Public Instruction and North Carolina Community College System.   17

RESIDENCY LICENSE VERIFICATION / CERTIFICATION OF SUPERVISION (FORM RL)
Local Education Agency (LEA) and Educator Preparation Program (EPP)
CANDIDATE SECTION: Fill in the information above the line. Please type or print.

Last Name	First Name	Middle Name	Maiden Name

Street Address	City	State	Zip Code

Social Security Number – Last 4 digits	Signature

DESIGNATED LEA Official: Check the box to verify employment within a school in the represented LEA and fill out the corresponding information below for the LEA.

☐ The candidate is hired as a teacher in the designated LEA as part of the Residency License requirements.

TO THE DESIGNATED EPP Official: Check the box(es) to verify enrollment in an EPP and the 24 hours relevant coursework OR the passing of the SBE-approved content exams of the Residency License requirements and fill out the corresponding information below for the EPP. *This is the Certification of Supervision for the EPP.*
☐ The candidate is enrolled in the _____ license area of the approved educator preparation program as part of the

Residency License requirements.

AND

☐ The candidate meets the 24 hours relevant course work as part of the Residency License requirements (Year 1 only). **(OR)**

☐ The candidate has passed **all** NCSBE required <u>content</u> examination(s) for licensure in the requested area (Year 1 only).

Name of EPP	Name of LEA

Designated Official (Dean of Education, Licensure Officer)	Designated Official (Licensure Officer, HR Personnel)

Title	Title

Signature	Date	Signature	Date

Email Address	Email Address

Public Schools of North Carolina
Department of Public Instruction
Licensure Section5 Mail Service Center
Raleigh, NC 27699-6365

Form RL – Year   1   2   3

(Circle appropriate year)

1

NOTE: This form is subject to change.

WAYNE
COMMUNITY COLLEGE

AUTHORIZATION TO RELEASE INFORMATION

The Family Educational Right and Privacy Act (FERPA) protects student's confidentiality by placing certain restrictions on the disclosure of information contained in a student's education records. Student records, academic transcripts, and other documents maintained as a part of the student's permanent file are maintained in the Office of Admissions and Records and the Financial Aid Office.

By signing this from, you agree that Wayne Community College personnel may provide information from your educational records as indicated below:

Name of Student: _____ Student ID: _____

I, the undersigned, authorize Wayne Community College to release my student records and any information contained therein:

TO (LEA Licensure Specialist and Current School Principal).

_____

_____

_____

_____

I understand and acknowledge that: (1) I have the right not to consent to the release of my education records; (2) this consent shall remain in effect for the duration of my enrollment in the Educator Preparation Program (EPP) if revoked by me, in writing, and delivered to Wayne Community College, but that any such revocation shall not affect disclosures made prior to the receipt of any such written revocation; (3) if the above TO information changes, then a new form is required to be submitted by the student; and (4) the validity of this form is null and void at the completion of the program.

Student Signature_____ Date: _____