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June 8, 2009

To: Roxanne L Boardman
From: Alison Brooke Bunte
Director, School of Education
Re: Admission to the School of Education

According to our records, you have completed requirements for admission to the School of Education (SoE). Therefore, I am pleased to inform you, via this letter, that you have been officially admitted to the SoE, effective June 1, 2009. Congratulations on this significant accomplishment!

The next formal step toward becoming a teacher is admission to student teaching. This process is outlined in the form, "Steps to a Teaching Career." Application for admission to student teaching is made at an orientation meeting held in December of each fall semester for all students wishing to student teach or intern during either semester of the next academic year. Watch for published notices and for posters on bulletin boards in Doudna Hall. If you have any questions about this process, please contact the Clinical Experiences Office in 125 Doudna (phone 608/342-1271 or e-mail clinicalexp@uwplatt.edu).

You should be proud that you have achieved the milestone of admission; however, remember that you still have other requirements to meet as you continue in your education program. Among the requirements for those completing their teacher education programs after August 31, 2004, are the Praxis II content tests. ***Upon direction from the Department of Public Instruction, the School of Education has approved the following policies: 1) students must pass the appropriate Praxis II content test(s) before they will be admitted to student teaching, and 2) no waivers will be granted for Praxis II.*** Finally, it is important that you work closely with your advisor as you proceed through the program in order to ensure that you attain your ultimate goal—a license to teach.

Please contact the staff in the School of Education office in 139 Doudna (phone 342-1130 or 1131) if you have any questions or concerns. Again, congratulations.

ABB/vls
cc: Academic Advisor – Elizabeth Frieders

P.S. This letter, along with other documents pertaining to your progress in the teacher education program, will be **required** for inclusion in your portfolio. Therefore, it is important that you put this letter, copies of your PPST and Praxis II scores, and similar documents into your portfolio as soon as you receive them, keep copies in a location where you will be able to access them at the appropriate time, and scan them for use in your electronic portfolio. It is your responsibility to keep track of these documents.

School of Education

Director: (608) 342-1131/Fax: (608) 342-1133

Clinical Experiences: (608) 342-1271/Fax: (608) 342-1002

Physical Education: (608) 342-1573/Fax: (608) 342-1073

Counselor Education: (608) 342-1252/Fax: (608)-342-1986

Teacher Education: (608) 342-1274/Fax: (608) 342-1133