AUBURN
MONTGOMERY
COLLEGE OF EDUCATION

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.

Teacher Candidate Information

Name: _____

AUM Student ID Number: _____

Major & Concentration**:** _____

Address: _____

City, State & ZIP CODE: _____

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: _____