SPECIAL EDUCATION APPLICATION PACKET

Educational Specialist Preliminary Credential
Mild/Moderate/Severe Disabilities

School of Education
Humboldt State University
Arcata, CA 95521
SPED Application Checklist

☐ Application to the California State University online (Cost: $55)
  ☐ Official transcripts from all colleges/universities sent to HSU Admissions and Records Office (not required if graduate of HSU). Attach confirmation print-out from online registration.

☐ Application to the SPED Program (No Cost)
  ☐ Personal Information
    ☐ Photocopies of transcripts from all colleges and universities (Unofficial transcripts required, even if graduate of HSU)
  ☐ Required Tests: CSET & CBEST or CSET: Writing Skills Test
    ☐ CSET passed or registered for test date prior to May
    ☐ CBEST or CSET: Writing Skills Test passed or registered for test date prior to June
  ☐ Prerequisites: Technology (may be taken concurrently), CPR, U.S. Constitution
  ☐ Early Field Experience Documentation
  ☐ Health Verification
  ☐ Experiences / Skills
  ☐ Professional Goal Statement
  ☐ Recommendation forms - attach letters completed by three recommenders
    ☐
    ☐
    ☐

If your GPA falls below 2.67 or last 60 semester units below 2.75, you must complete the additional low-GPA appeals process:

☐ Signed Appeals Process Page

☐ Photocopied entire application packet for your records

☐ Applied for Certificate of Clearance
  ☐ There are two ways to file for your Certificate of Clearance. Follow the instructions to apply online.

☐ Applicant commitment to attend credential classes beginning the second week of August, before the Fall semester begins:

Applicant Signature

Submit the completed application to:
School of Education, Credential Program Office, Humboldt State University, Arcata, CA 95521-8299
Don't miss this!

A Tale of Two Applications:

(1) Humboldt State University

(2) School of Education

Applying to HSU's Admissions and Records Office and applying to the Education and Credentialing Program are entirely separate procedures, and both are essential for your entrance into our program.

(1) Humboldt State University

Application to HSU costs $55

Apply online using the directions in this application.

(2) School of Education

Application to the Special Education Credential Program (no cost).

Which Transcripts? Where?

If you have graduated from Humboldt State (or soon will),

Your official transcripts are already on file with Admissions and Records. However, for the purpose of screening your application, the Credential Program Office still needs you to attach to this page:

√ unofficial transcripts (or photocopies) from all schools attended (not just the total of transferable units appearing on your HSU transcripts), and

√ copies of fall grades not appearing on those transcripts, and

If you are a graduate of some other college/university (or soon will be),

You must have official transcripts from all colleges or universities attended sent directly to Admissions and Records. In addition, for the purpose of screening your application, the Credential Program Office still needs you to attach to this page:

√ unofficial transcripts (or photocopies) from all schools attended, and

√ copies of fall grades not appearing on those transcripts.

Address for your official transcripts to be sent:

Admissions and Records
Humboldt State University
Arcata, CA 95521.
Application to the California State University

You must attach the print-out of the confirmation of your online registration to this page.

1. Log on to: www.csumentor.edu
2. Click on “Apply Today”
3. Select “Graduate Admissions Application”. Our credential programs are classified as graduate level programs. It is very important for your tuition assessment and financial aid allowance that you apply to the CSU as a graduate student.
4. Follow the easy directions.
5. Print out the confirmation page at the end of your online application.
6. Staple the confirmation to this page.
Application to SPED Credential Program

Applying to: Special Education

Application Year ________________________________

____ Mild / Moderate Preliminary
____ Moderate / Severe Preliminary

Name: __________________________________________

Social Security Number: ____________________________

Birth date: _________________________

Student ID #: ________________________________

Formal Name/Previous Names: _______________________

Address: ________________________________________

Permanent Address: ______________________________

Home Telephone: _________________________________

Email address #1: ________________________________

Cellular Telephone: ______________________________

Email address #2: ________________________________

Summer Telephone: ______________________________

In case of emergency, contact:

Name: ____________________________

Phone: ____________________________

Graduation date from college or university: ____________

Name of college or university: ______________________

List all institutions attended after high school:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates</th>
<th>Major</th>
<th>Degree (or units completed)</th>
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Estimated overall GPA on a 4.0 scale: _______________________

Note: If your overall GPA falls below 2.67 and your GPA for the last 60 semester units completed is below 2.75, you must initiate a low-GPA appeal and provide proof of passing the CSET exams, even if you have an approved subject matter program major.

Are you applying to other teaching credential programs?   No [ ] Yes [ ] Where? ____________________________

Have you previously been admitted to a teacher credential program? No [ ] Yes [ ] Where? ____________________________

Attach unofficial transcripts (photocopies) for ALL colleges/universities attended.
Credential candidates must establish their knowledge of the subject area(s) they wish to teach by completing either the appropriate exams (CSET or SSAT/Praxis) or an approved baccalaureate subject matter program. (At HSU such programs include Art Education, English Education, Math Education, etc.) Indicate below which of the following ways you will fulfill subject matter preparation.

☐ State Approved Subject Matter Exams
   (Multiple Subjects CSET or Single Subjects CSET in Math, English, or Science)

If exams have been passed, attach your test scores to this form.

If exams are pending: California college/university testing centers have registration materials. Contact our office with any questions regarding the appropriate tests to take. We must receive your passing scores before the start of fall semester. If you haven’t yet taken the test(s) or you haven’t received confirmation of passing, sign the following statement:

I understand that the Special Education Program of Humboldt State University along with CSU – Executive Order 758, requires that I pass all the CSET examinations in my subject area before beginning the Special Education Program at the beginning of August.

Signature __________________________ Date(s) you are registered to take the exams __________________________:

-OR-

☐ HSU Subject Matter Program in __________________________

Please have your subject matter program advisor sign the following statement.

I verify that (student’s name) __________________________: 

_____ has completed all the requirements of the CCTC-approved subject matter program at HSU in English, Math, or Science.

_____ needs to complete coursework in order to be eligible to begin the credential program in the fall semester. The candidate is aware of all remaining courses required to complete the program.

If courses pending, please have your subject matter program advisor attach an additional page listing all outstanding (or currently enrolled) courses required for subject matter program. Sign the following statement:

I understand that the Special Education Program of Humboldt State University, in accordance with California State University Executive Order 758, requires that I complete all courses in my approved subject area program prior to full-time student teaching.

Candidate Name __________________________ Candidate Signature __________________________

Advisor’s Signature: __________________________ Date: __________________________

-OR-

☐ Subject Matter Program in __________________________ (subject) from another institution.

Submit verification of your completed (or four-fifths completed) subject matter program on the letterhead stationery of your school, signed by a CCTC-approved signator from your school. Often the proper signature comes from the credential analyst. Call (707) 826-3729 if you have questions regarding the designated official at your school.
CBEST California Basic Educational Skills Test

**CBEST, passed:** Attach your original test score to this form.

**CBEST, pending:** Sign the following statement. *I understand that the Special Education Program of Humboldt State University requires that I pass the CBEST exam before beginning the program.*

Signature ___________________________ Date you plan on taking the exam _________________

---

**Attach CBEST transcript card here**

**USE STAPLES OR TAPE ONLY.**

DO NOT USE GLUE OR PASTE
Prerequisites

Technology Competency Verification

Candidates are required to demonstrate entry level computer competency. Please indicate the option you have met or will meet by the second week of August.

☐ Passing grade in EDUC 285 (HSU) ____________________ or EDUC 120 (College of the Sequoias) ____________________
   Semester/Year  Semester/Year

☐ Passed the Preliminary Education Technology (PET) exam (www.cset.nesinc.com) ____________________
   Test Date

☐ CiS Minor posted on transcript

☐ Any course with a catalog description explicitly stating the course meets CCTC Level I credential requirements for computer competency is also an equivalent course. Contact the Credential Program Office for verification of equivalency.

☐ If you have not met this requirement as of the application deadline, please sign the statement below:

To be admitted to the Special Education Credential Program, I understand that I must verify my technology competency by the second week of August of the credential year.

Signed:________________________________________

CPR

Candidates are required to have valid Community CPR (Infant, Child, and Adult) certification to begin the program. Please attach a photocopy of your CPR card or sign the statement below.

To begin the Special Education Program fall semester, I understand that I must verify I have current CPR certification.

Signed:________________________________________

U.S. Constitution Course

Indicate below the course you have taken to satisfy the U.S. Constitution requirement.

☐ Passing grade in PSCI110, 210, 359, 410 (HSU) ____________________ or PoliSci 10 (CR) ____________________
   Semester/Year  Semester/Year

☐ Passing grade in an equivalent course from another university

   Please attach a copy of the course description so the Credential Office can verify equivalency.

☐ Passed the American Government/Constitution Test at HSU’s Testing Center ____________________

☐ Passing grade on high school American Government AP test ____________________

   Please attach a copy of your high school transcript that shows the test date and score (must be 3, 4, or 5).

☐ If you have not met this requirement as of the application deadline, please sign the statement below:

I understand that I must satisfy the US Constitution requirement before I can be recommended to the California Commission on Teacher Credentialing for a teaching credential.

Signed:________________________________________

Accreditation

☐ Check here if your bachelor’s degree is (or will be) from a regionally accredited college/university. All UC and CSU schools, for instance, are regionally accredited. Note: HSU is not responsible for credential denial due to improperly accredited undergraduate work.

I authorize RELEASE of my application materials and credential status information to 1) Special Education faculty/staff, 2) school districts, 3) County Board of Education offices, 4) the California Commission on Teacher Credentialing, and 5) other colleges/universities.

Student Signature & Date_____________________________ Printed Name __________________________
Early Field Experience – Special Education

Before entering the Special Education program, applicants must complete a successful field experience with students in a self-contained classroom in the grade levels in which they plan to teach. Forty-five hours are required.

**TO MEET THIS REQUIREMENT THROUGH COURSE WORK:**

- Course number and university (for instance, "EED 210/310 or SED 210/410 at Humboldt State," or a similar course from HSU or another institution):

- Semester completed (if current, attach proof of registration):

- Number of hours spent in classrooms with linguistically diverse students:

- Evaluation, completed by certificated K-8 classroom teacher of the forty-five hours field experience. Attach to this page.

**TO MEET THIS REQUIREMENT ON AN INDIVIDUAL BASIS:**

Have this form completed and signed by the credentialed teacher of record who may not be a family member. Make additional copies if you participated in several classrooms.

I ____________________________________________ (print name), a credentialed teacher, verify that ____________________________________________ (applicant's name) has completed the hours specified below observing/participating in a multiple-subjects classroom in an accredited school (public or private school, county-operated community school or court school, or parochial/church-sponsored school).

District: _____________________ School: _____________________ Grade: _____________________

Hours per week: ___________ Total hours: ___________ Hours with linguistically diverse students: ___________

Applicant's responsibilities in the classroom:

Applicant's potential to become an effective teacher:

__________________________________________________________
Signature of Teacher of Record

__________________________________________________________
Phone & Email

Note: HSU’s Special Education Coordinator must approve this experience and may request additional observation time.
Health Verification

All students entering one of our credential programs must verify a current (less than two years old) tuberculosis (TB) test. Credential candidates also need to verify a vaccination for measles, mumps, rubeola and rubella (MMR). You may obtain these vaccinations from the HSU Student Health Center or a private physician or clinic.

Verification must include either the agency stamp or an attached statement on letterhead stationery. We cannot accept signatures only.

You will also need to provide your measles documentation to HSU’s Student Health Center in order to register for classes. Once this page is complete and your vaccinations are verified, you must fax or mail a copy of this form to the HSU Student Health Center at (707) 826-5042.

Student’s Name (please print clearly) ____________________________________________

Student’s Social Security Number ________________________________________________

Measles Vaccination: __________________________________________________________ Examiner
(Rubeola & Rubella)

________________________________________ Agency Stamp

________________________________________ Date

TB Test Results: ____________________________________________________________ Examiner

________________________________________ Agency Stamp

________________________________________ Date

(current within two years)
Experiences / Skills

Type or use software application to recreate questions 1-7 and attach to this page. Your typed responses to Questions 2-7 will be assessed as one of multiple measures of your writing skills. Please limit your responses to one-half of a page per question.

NAME: ____________________________________________________________

1. List any tutoring, youth group work, teacher’s aide, Vista, Peace Corps, or other experiences related to teaching.

2. Have you been involved in organized extracurricular activities (clubs, for instance, or student government)? If so, list groups and nature of involvement.

3. Have you been involved in community activities (PTA, election work, service organizations, etc.)? If so, list activities and dates.

4. Describe any travel experiences that have helped expand your world-view.

5. Can you read or speak any language other than English? (Sign language is acceptable.) What is your level of competence?

6. What other skills or experiences (artistic, technical, homemaking, etc.) will enhance your performance within the teaching profession?

7. Describe how past experiences have helped you develop multicultural competencies and have prepared you to work with students and families from diverse ethnic, linguistic, and/or socioeconomic backgrounds.
Professional Goal Statement

Write a professional goal statement. In this one to two page essay (typed or computer-generated), include:

1) why you want to become a teacher, and
2) the special attributes you bring to the profession.

In describing your special attributes, you may consider a self-assessment of the following:

a) your oral and written communication skills
b) your responsibility/dependability
c) your openness to working with diverse students
d) your critical thinking abilities
e) your academic competence
f) your initiative, maturity, and emotional stability
g) your leadership, adaptability/flexibility, and seriousness of purpose
h) your relationships with children, families, and colleagues
i) your overall potential to become an excellent teacher

Your professional goal statement will be assessed as one of multiple measures of your writing skills.

Please complete a numerical ranking of these attributes below by circling the appropriate value. Note: Individuals who write a letter of recommendation for you will be asked to complete this same ranking of your personal attributes.

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Applicant: You will need three letters of recommendation.

Please sign before giving to recommender

The Family Education Rights and Privacy Act of 1974 as amended extends to a student who is admitted and enrolled in the Special Education Program at Humboldt State University the right to review the student records maintained for his or her educational benefit. The admission applications are maintained by the Education and Credentialing Office. Under the law, the student may waive his or her right of access to confidential letters and statements of recommendation received during the application process which are used for admission purposes. Waiving or retaining the right of access to review the records will not prejudice or enhance your prospects for admission. Experience indicates, however, that persons submitting recommendations and other information pertaining to applications are more likely to do so with full candor and regard for the best interests of the applicant if they are assured that what they say will be held in confidence. If you choose to waive your right of access to this reference, please sign below.

Applicant's Signature ___________________________________________ Date ___________________________________________

This is a confidential recommendation for ___________________________________________

NAME OF APPLICANT

The above-named applicant to our program would like you to evaluate her/his potential as a teacher. Please complete a numerical ranking of the attributes listed below by circling the appropriate value. As part of the application process, the applicant supplies a self-assessment of these same attributes.

In addition to this ranking, please type a separate letter of recommendation on your own letterhead stationery. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant’s communication skills, professional conduct, and potential for success as a teacher. Please return both forms to the student in a sealed/signed envelope or directly to HSU Special Education Program, 1 Harpst Street, Arcata, CA 95521.

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Signed ___________________________________________ Date ___________________________________________

Printed Name ___________________________________________ Position ___________________________________________

Location/School ___________________________________________ Phone ___________________________________________

Special Education Program, Humboldt State University, Arcata, CA 95521-8299 (707) 826-3729 FAX: (707) 826-5868
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Applicant: You will need three letters of recommendation.

Please sign before giving to recommender

The Family Education Rights and Privacy Act of 1974 as amended extends to a student who is admitted and enrolled in the Special Education Program at Humboldt State University the right to review the student records maintained for his or her educational benefit. The admission applications are maintained by the Education and Credentialing Office. Under the law, the student may waive his or her right of access to confidential letters and statements of recommendation received during the application process which are used for admission purposes. Waiving or retaining the right of access to review the records will not prejudice or enhance your prospects for admission. Experience indicates, however, that persons submitting recommendations and other information pertaining to applications are more likely to do so with full candor and regard for the best interests of the applicant if they are assured that what they say will be held in confidence. If you choose to waive your right of access to this reference, please sign below.

Applicant's Signature __________________________________________ Date __________________________________________

This is a confidential recommendation for ____________________________

NAME OF APPLICANT

The above-named applicant to our program would like you to evaluate her/his potential as a teacher. Please complete a numerical ranking of the attributes listed below by circling the appropriate value. As part of the application process, the applicant supplies a self-assessment of these same attributes.

In addition to this ranking, please type a separate letter of recommendation on your own letterhead stationery. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's communication skills, professional conduct, and potential for success as a teacher. Please return both forms to the student in a sealed/signed envelope or directly to HSU Special Education Program, 1 Harpst Street, Arcata, CA 95521.

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>EXCELLENT</th>
<th>GOOD</th>
<th>FAIR</th>
<th>POOR</th>
<th>NOT OBSERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>oral communication skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>written communication skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>responsibility/dependability</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>ability to work with diverse students &amp; families</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>critical thinking ability</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>academic competence</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>initiative</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>maturity &amp; emotional stability</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>leadership</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>adaptability/flexibility</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>seriousness of purpose</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>relationships with young people</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>relationships with colleagues</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
<tr>
<td>overall potential to become an excellent teacher</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>N.O.</td>
</tr>
</tbody>
</table>

Signed __________________________ Date __________________________
Printed Name __________________________ Position __________________________
Location/School __________________________ Phone __________________________

Special Education Program, Humboldt State University, Arcata, CA 95521-8299 (707) 826-3729 FAX: (707) 826-5868
Certificate of Clearance

There are two ways to file for your Certificate of Clearance. We recommend you apply online, using the instructions below, as it is faster and easier. However, if it is not possible for you to file online, please call the School of Education at (707) 826.5867 to request the Clearance forms via mail.

**Step One:**
1. Log onto the California Commission on Teacher Credentialing’s website:  [www.ctc.ca.gov](http://www.ctc.ca.gov/)
2. Select “Credential Information.”
3. Scroll down and select “Fee and Fingerprint Information.”
4. Scroll down and select “Click to download a LiveScan form (41-LS).”
5. Print three LiveScan forms.
6. Go back, and select “Click here for a listing of LiveScan locations.”
7. Search by county to find the nearest location for fingerprint services. (Humboldt County residents are advised to use the HSU Campus Police Department.)
8. Take the three LiveScan forms to the location and get fingerprinted.

**Step Two:**
1. One week later, return to the Commission’s website:  [www.ctc.ca.gov](http://www.ctc.ca.gov/).
2. Select “Look up a credential.”
3. Select “Direct application, non-recommendation only.”
4. Enter the required information, and continue.
5. Answer the professional fitness questions, and continue.
6. Print two copies of your “Summary Oath and Affadavit.”
   **Attach one copy to this form and keep the other copy for your records.**
7. Enter your credit card information and process.
8. Print your fee confirmation number and keep for your personal records.

**Step Three:**
1. An email will be sent to you within one week indicating your clearance status. Follow the link and the instructions provided.
2. Return to the Commission’s website:  [www.ctc.ca.gov](http://www.ctc.ca.gov/).
3. Select “Look up a credential.”
4. Select “Teaching credential holders and applicants, their recommending institutions and their employers may check application and credential status.”
5. Enter your social security number and date of birth.
6. Print two copies of the clearance page.
   **Attach one copy to this form and keep the other copy for your records.**

*Staple the two required print-outs (listed above) to this paper, and submit with your application.*
Humboldt State University
School of Education Credential Programs

Special Education Appeals Process

For special education applicants who don't meet the minimum GPA required for admission.

CSU Executive Order 1032 governs admission to all CSU teacher preparation programs statewide. In compliance with CSU policies, the School of Education at HSU limits the number of individuals not meeting GPA requirements who may enter credential programs on "exceptional admissions" status.

For the Special Education program at Humboldt State University, the following regulations apply:

1. It is the responsibility of each applicant to initiate the GPA appeals process. Appeals applicants must contact the Special Education Coordinator, 707-826-5795, as soon as possible for advising. The applicant shall read and sign this form signifying knowledge and understanding of the regulations.

2. Appeals applicants must turn in a completed appeals application packet postmarked or delivered to the Credential Programs Office (HGH 202) by 5 p.m. of the due date. Appeals applications not complete by this date will receive no further consideration.

3. The Special Education Appeals Committee will make the final decision on admission of appeals candidates based on these recommendations and other criteria established by the Education and Credential Program. The decision of the Special Education Appeals Committee is final.

4. The appeals application packet must contain:
   a. Two confidential letters of recommendation from college/university faculty members who have recently had the applicant in class and can evaluate the applicant's ability to succeed academically in the credential program. The letters should be attached to the following forms. These are in addition to and different from the three recommendations in the standard part of the application process. Send these letters to: Special Education Appeals Committee, c/o Peggy Kirkpatrick, SPED Program Coordinator, Credential Programs Office, Humboldt State University, Arcata, CA 95521.
   b. A one- to two-page narrative, written by the applicant that 1) states the reasons for the GPA being lower than the required minimum; 2) explains what the applicant has done and will continue to do to strengthen subject matter areas in which low grades were earned; and 3) describes how the applicant may use his/her own low-GPA experience to help other students.

Signature of Applicant

Date
Humboldt State University
School of Education Credential Programs

Special Education Appeals Process
Recommendation

For special education applicants who don't meet the minimum GPA required for admission.

Letters of Recommendation for the SPED Program are confidential.

This is a confidential recommendation for:

__________________________________________
APPLICANT NAME

I waive the right of access to this reference.

__________________________________________  /  ________________________
APPLICANT SIGNATURE  DATE

Name of Recommender:

The above-named student must file an appeal to be considered for admission to the Special Education Program. This appeal is necessary because the student’s grade-point average falls below the requirement set by Humboldt State University in conjunction with California State University.

By presenting this form to you, the student is requesting that you evaluate her/his potential to succeed academically in the credential program. You may use this form or attach a separate letter of recommendation on your own letterhead stationery. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant’s oral and written communication skills.

Please return this form to: Special Education Appeals Committee, c/o Peggy Kirkpatrick, SPED Program Coordinator, Credential Programs Office, Humboldt State University, Arcata, CA 95521.

Signed ___________________________ Date ___________________________

Printed Name __________________________________ Position _______________________

Location/School ___________________________ Phone ___________________________

Humboldt State University
School of Education Credential Programs

Special Education Appeals Process
Recommendation

For special education applicants who don't meet the minimum GPA required for admission.

Letters of Recommendation for the SPED Program are confidential.

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This is a confidential recommendation for:

________________________________________
APPLICANT NAME

I waive the right of access to this reference.

________________________________________ / ________________
APPLICANT SIGATURE DATE

Name of Recommender:
The above-named student must file an appeal to be considered for admission to the Special Education Program. This appeal is necessary because the student's grade-point average falls below the requirement set by Humboldt State University in conjunction with California State University.

By presenting this form to you, the student is requesting that you evaluate her/his potential to succeed academically in the credential program. You may use this form or attach a separate letter of recommendation on your own letterhead stationery. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's oral and written communication skills.

Please return this form by mid-January to: Special Education Appeals Committee, c/o Peggy Kirkpatrick, SPED Program Coordinator, Credential Programs Office, Humboldt State University, Arcata, CA 95521.

Signed ___________________________ Date________________________
Printed Name________________________________________ Position ________________________
Location/School ___________________________ Phone________________________