

LATERAL ENTRY REQUEST GUIDE

- ☐ Form A
- ☐ Form LE
 - ☐ *signed and dated by LEA and individual*
- ☐ Transcript for Each Degree Earned
 - ☐ *includes name of institution*
 - ☐ *includes degree and date earned*
 - ☐ *degree closely matches area of assignment*
 - ☐ *shows cumulative GPA of at least 2.5*
 - ☐ *is clear and legible*
- ☐ Praxis I and/or Praxis II test scores (if required)
- ☐ Verification of 5 years of relevant professional experience (if used in lieu of gpa)
- ☐ Forms NE and RN and official job description(s)
(if person has applicable non-teaching experience)
- ☐ \$85 processing fee

NOTE TO PERSONNEL ADMINISTRATORS: Use this form in preparing your licensure request. You need not include it with your request to the Licensure Section.