



AUBURN

MONTGOMERY

COLLEGE OF EDUCATION

**Request for a Letter to the School District Verifying
Graduation and Application for Certification**

**WE WILL BE UNABLE TO SEND TO THE SCHOOL DISTRICT UNLESS
ALL INFORMATION IS FILLED OUT COMPLETELY.**

Have you **submitted** your Alabama Certification paperwork to the AUM Certification Office? YES _____ NO _____

Fill out COMPLETELY including city and zip code:

Please send a letter to the following school district:

School District Information

School District _____

Attention: _____

Address: _____

City, State & ZIP CODE: _____

Personal Information

Name: _____

Address: _____

City, State & ZIP CODE: _____

MAJOR: _____

Telephone Number: _____

Email Address: _____

Student ID Number: _____

PRAXIS II: Test Code _____ Score _____ Test Date: _____

When did/will you graduate: _____

Which Degree did/will you receive (check one)

- _____ **B.S.**
- _____ **M. Ed.**
- _____ **Ed. S.**

***Reminder: 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 have been issued a Teaching Certificate.**