



# College Transcript Review for ESOL Course Credit

As per state guidelines, teachers may take required ESOL courses through our school district or through an accredited college or university, as long as they meet the Florida Department of Education ESOL Teacher Training Standards. If you have taken a college course and wish to know if it will satisfy any of the required ESOL courses, please submit the following to the ESOL Team in the Office of Student Support and Services:

1. **College Transcript Review Request Form** – Please complete the attached request form and send as your cover letter.
2. **Official College Transcript** – This can be a copy of the official transcript, but may not be a downloaded version. Transcripts will not be returned to the applicant.
3. **Highlighted Courses** – Please highlight the courses you believe to be of ESOL significance on the transcript. Only coursework matching Florida Department of Education ESOL Teacher Training Standards will be transferred.
4. **Course Description** – Please provide a copy of the Course Description.
5. **Course Syllabus** – Please provide a copy of the Course Syllabus.

Please allow 3-4 weeks for a response. You will receive an official letter from the Office of Student Support Programs and Services indicating if credit can be awarded.

**NOTE:** Transcripts will not be reviewed unless ALL five items are received by the ESOL Team.

Thank you,

The ESOL Team