

**College Transcript Review**

**Request Form**

**As per state guidelines, teachers may take the required ESOL Endorsement courses through our school district or through an accredited college or university, as long as the courses meet the Florida Department of Education ESOL Teacher Training Standards.**

If you have taken a college course and wish to have it reviewed by the ESOL team, please complete the below request form. Send all documentation to Luisa Ojeda Vera at [lojeda@pasco.k12.fl.us](mailto:lojeda@pasco.k12.fl.us) for review.

Date of Request:

Full Name:

Email Address:

Worksite:

Name of College Course for Review:

Notes/comments:

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 for the course(s) reviewed.

**NOTE:** Transcripts will not be reviewed unless ALL the information in this form is submitted and transcripts are received by the ESOL team.

Thank you,

The ESOL Department