**CONTACT INFORMATION:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File Folder #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade/Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMISSION CHECKLIST**:

* **THIS IS A PARTIAL SUBMISSION FOR A LICENSE DUE IN A FUTURE YEAR.**
* **THIS IS MY FINAL SUBMISSION FOR RELICENSURE ON MY CURRENT LICENSE.**
  + *I HAVE SUBMITTED HOURS TOWARDS THIS RENEWAL IN A PREVIOUS YEAR.*

**Directions: Verify that you have included the following items by checking each bow below.**

* Relicensure Submission Cover Sheet with completed checklist
* Copy of current license
* License history
* Reflective Statement
* Master Record Form (use appropriate version)
* Clock Hour Activity Explanation Sheet *(only for activities requiring further explanation)*
* Certificate or other documentation for each clock hour activity

***Note:*** *Packet components should be organized in the order of the outline below. Clock hour documentation should be organized according to the order in which it is recorded on the Master Record Form.*

* **I AM SUBMITTING CERTIFICATION OF MY SUMMATIVE EVALUATION AND DEVELOPMENT PLAN IN LIEU OF A REFLECTIVE STATEMENT, CULTURAL COMPTENCY TRAINING AND THE MEETING OF ENGLISH LEARNER NEEDS.**

***I verify that I have reviewed the above listed materials for accuracy and completeness. I understand that MACS encourages applicants to have materials reviewed by the school relicensure representative as well (see below).***

**Signature:**

**FOR SCHOOL RELICENSURE REPRESENTATIVE:**  
*\*Note: MACS highly recommends that the School Relicensure Representative review and verify that all necessary documents are included and completed correctly.*

I certify that I have reviewed this submission and that all necessary documents are included, completed correctly, and organized in the appropriate order: