



Your name: _____

Date: _____



Class of 2011 Elementary Transcript Analysis Worksheet

Enclose this form with one official, sealed copy of all of your transcripts and mail to AUSL.

General Education Requirement	List courses taken to meet requirements, and grade received in each
Communication Skills (2 SH)	
College-level Math (6 SH)	
Biological or Physical Science (2 SH)	
History (2 SH)	
Global/Multicultural Perspectives (2 SH)	
Social Science (2 SH)	
Literature (2 SH)	
In addition to the above, 18 SH additional study (typically your major) in one of the state-approved disciplines (see list in the notes)	

Check one:

___ Based on my review of my transcripts, I believe I have met all of the academic course work requirements above.

___ Based on my review of my transcripts, I believe I have the following gaps relative to the requirements (list subject and number of hours missing):

1. _____
2. _____
3. _____

AUSL will contact you to provide information on how to address these gaps.



Your name: _____

Date: _____

Mark below & submit documentation of appropriate content area & basic skills test status

____ I am registered to take the Illinois Test of Basic Skills on _____ (date).
Enclosed is a copy of the email registration from the testing service which confirms my registration for the test.

____ I am registered to take the Elementary/Middle Grades Content Area test (Test 110) on _____ (date). Enclosed is a copy of the email registration from the testing service which confirms my registration for the test.

____ **I have passed one or both of the required tests. A copy of my results is enclosed.**

**Test registrations and/or test scores are needed to complete your file.
Please send in copies of official test scores as you receive them. Note the last test date to take state tests and still be considered for the AUSL program is April 17, 2010.**

Mail transcript analysis form & all supplemental documents to:

Academy for Urban School Leadership
Attn: Admissions Department
P.O. BOX 34990
Chicago, IL 60634



Class of 2011 Elementary Transcript Analysis Worksheet - Notes

Thank you for your interest in the AUSL Urban Teacher Residency Program! Our program will prepare you to be eligible to obtain your Illinois professional teaching certificate Type 03 - Elementary, which is valid for teaching children from Kindergarten through grade nine. Mail all requested materials to us by the supplemental documents deadline for your chosen review cycle.

- 1) To complete the worksheet, obtain a copy of your transcripts from all of your college or university course work, including any post-graduate work.
- 2) "SH" stands for "Semester Hours." For most colleges and universities on a semester calendar, 1 Semester Hour = 1 credit, so a typical 3 credit, one semester course is worth 3 Semester Hours.
- 3) If your college or university was on the quarter system, use the following formula to convert quarter hour credits to semester hour credits:
 - 5 quarter hours = 3 1/3 semester hours
 - 4 quarter hours = 2 2/3 semester hours
 - 3 quarter hours = 2 semester hours
 - 2 quarter hours = 1 1/3 semester hours.
- 4) A grade of "C" or higher is required to receive credit for a course. Courses in which you received a grade of C minus or lower are not considered as evidence of meeting requirements, and therefore should not be included on this form.
- 5) You are required to have at least 18 SH of course work in the Content Area you choose, selected from the list below. Typically this will be your college or university major. Eligible disciplines:

• American Government	• Economics	• Philosophy
• Anthropology	• English	• Physical Science
• Arts	• Foreign Language	• Political Science
• Biological Science	• History	• Psychology
• Business	• Linguistics	• Social Work
• Communications	• Literature	• Sociology
• Cultural Geography	• Mathematics	• Theater Arts
• Dance	• Music	
- 6) If you are missing coursework, National-Louis University will permit AUSL residents to fulfill certain requirements through online or other class work, which you can arrange to complete before the program begins in June 2010.
- 7) If any of your transcripts and credits are from educational institutions outside the United States, you must have your transcript evaluated by a special external provider. Credits from overseas study sponsored by your U.S.-based institution, which appear on your U.S.-based transcript, are not subject to this special review. You are responsible for having your foreign credentials evaluated. A listing of state-approved evaluators can be found at www.isbe.net/certification/html/foreign_credential.htm. Educational Credential Evaluators and World Education Services are the organizations most used.
- 8) If you received Advanced Placement credits from pre-college work, you may only use these semester hours towards the requirements on the worksheet if you received college credit for them and it appears on your college or university transcript.



Admissions Process Timeline	First Deadline	Second Deadline	Third Deadline	Fourth Deadline
Submit Complete online application	October 15, 2009	December 15, 2009	February 15, 2010	April 1, 2010
Submit all supplemental documentation postmarked by:	October 31, 2009	December 31, 2009	February 28, 2009	April 15, 2009
Attend an Information Session by:	November 1, 2009	January 1, 2010	March 1, 2010	May 1, 2010
Notification of application status by:	November 15, 2009	January 15, 2010	March 15, 2010	May 3, 2010
Date by which to call if application status is not received:	November 23, 2009	January 25, 2010	March 29, 2010	May 10, 2010
For those invited, notification of first interview by:	December 1, 2009	February 1, 2010	April 1, 2010	May 15, 2010
For those invited, notification of half-day second interview by:	December 15, 2009	February 15, 2010	April 15, 2010	June 1, 2010
Notification of FINAL acceptance status:	One to two weeks after half-day second interview			
Apply for 2010-2011FAFSA:	As soon as possible after January 1, 2010			