



Your name: _____

Date: _____

	<p align="center">Class of 2011 Secondary Transcript Analysis Worksheet - Foreign Language (Spanish)</p> <p align="center">Enclose this form with one official, sealed copy of all of your transcripts and mail to AUSL.</p>
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Transcript Review for Secondary Foreign Language Endorsement

The Foreign Language field requires 32 semester hours (including 9 SH upper level) in a single foreign language. The AUSL program's only foreign language offering is Spanish. Please fill in course names and your grade for each in the spaces below.

Foreign Language Basic Skills:

- Beginning Spanish I & II (8 SH) _____
- Intermediate Spanish I & II (8 SH) _____

Remaining SH from other courses such as those listed below, with at least 9 SH upper-level:

- Spanish Language Grammar and Composition _____
- Spanish Language Introduction to Literature _____
- Foreign Language Introduction to Culture _____
- Phonetics and Phonology _____
- Culture and Civilization _____
- Literature _____
- Business Language _____
- Applied Language Studies _____
- Undergraduate Seminar _____
- Senior Seminar _____
- Grammar Review _____
- Study Abroad _____
- Special Topics _____



Your name: _____

Date: _____

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.

In addition to the Basic Skills test, applicants must take the state Content Area test in Spanish. Also, applicants must take the ACTFL Oral Proficiency test prior to admission, providing documentation of a score of "Low Advanced" or better. Go to www.actfl.org to sign up for an oral proficiency test, and then send official results to AUSL. If you have further questions, contact Jan Schuller at National-Louis, jschuller@nl.edu.

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 _____ Content Area test (Test # ___) on _____ (date). Enclosed is a copy of the email registration from the testing service which confirms my registration for the test.

___ (Spanish only) I am registered to take the ACTFL oral proficiency test on _____ (date). Enclosed is the registration paperwork which serves as a placeholder for my test scores.

___ **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 Secondary Transcript Analysis 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 09 - Secondary, which is valid for teaching children from grades six through twelve. 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-" or lower are not considered as evidence of meeting requirements, and therefore should not be included on this form.
- 5) Some content area worksheets specify that a portion of the SH requirement must be from "upper level" work. This means courses that are typically for junior/senior college-level students.
- 6) If you are missing coursework, National-Louis University will permit AUSL Secondary 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, and 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			