

Process for review of transcripts/courses for addition to the ProGOE record

Teachers should review their ProGOE transcripts prior to submitting a request for transcript review. Please follow the [directions](#) provided by your principal or find it on our Professional Learning and Development Endorsement page <https://www.brevardschools.org/Page/8001>

Step 1 - Find an official or unofficial copy of your college transcript and compare your courses taken during junior and senior year with our [Reading Automatic Transfer List](#) . You will look to see which courses you took and what the equivalent reading competency course would be. If the course is listed, you will still complete the form, but it will be automatically accepted by our office. If it is not on the list, see step 2 below.

Step 2 – Complete the [Addition of Reading Endorsement College Course Form](#) and list all courses you would like to be considered for review. If the courses are NOT on the equivalency list, then you must also attach a course description and syllabus from the course. We will need these items to review the content of the course to see if it aligns with the standards for our reading competency program courses.

Addition of Reading Endorsement College Course Equivalents in ProGOE

Name: Employee ID: School Name:
College/University: Course (s)# to be reviewed:

For Office Use Only -College Course(s) to be added	
Course #:	Component#:
Course #:	Component#:
Course #:	Component#:
Course #:	Component#:

SAMPLE

Signature of Teacher: 
 Thorstensen.Lynnette@Professiona Learning and Development Date: 2020.01.17 15:06:50 -0500

Teacher will complete all of the boxes in blue and sign electronically

Signature of Reviewer: _____

Step 3- Send the **Addition of Reading Endorsement College Course Form**, along with your transcript and course description/syllabus (if applicable) to Lynnette Thorstensen, Office of Professional Learning and Development via courier or through email Thorstensen.lynnette@brevardschools.org

Step 4 – Course addition requests will be reviewed once a week, email notifications will be sent within two weeks of receipt. Teachers will be notified if a course(s) will be added to the transcript.

Teachers will not be notified if the courses are already on our Reading Automatic Transfer List, once the request is sent to our office the courses will be added within three to four weeks. Check your ProGOE transcript to see when courses are added.