

Drury University
School of Education and Child Development
Transcript Evaluation Process (effective October 1, 2009)

Thank you for your interest in pursuing teacher certification at Drury University. The School of Education and Child Development offers a variety of programs that lead to initial teacher certification in the state of Missouri. The transcript evaluation process specifies what courses are required to meet state certification requirements in your area of interest.

Transcript evaluations are intended for students who already have a conferred undergraduate degree and are seeking initial teacher certification. Students who are interested in earning a graduate degree in education should also have their transcripts evaluated if they are seeking initial teacher certification.

Follow the steps below to initiate a transcript evaluation:

1. Obtain unofficial or official copies of academic transcripts from all post-secondary institutions that you have attended. This includes community colleges where dual high-school credits were earned. Drury University transcripts do not need to be provided. *Please note that official transcripts for all post-secondary institutions attended are required by the Missouri Department of Elementary and Secondary Education for certification purposes.

Send all transcripts to: Drury University
Lay Hall – Attn: Kelly Doel
900 North Benton Ave.
Springfield, MO 65802

OR

Fax all transcripts to: 417-873-7269
Attn: Kelly Doel

2. Call the School of Education and Child Development at 417-873-7271 and ask to speak with the Coordinator of Teacher Certification. You will be asked for a current e-mail address and phone number. You will also be asked to choose a program of study that you are interested in. Please refer to www.drury.edu/education for a listing of post-baccalaureate programs of study.

Please note that the first transcript evaluation and any related communication or advising is provided at no cost. The fee for each transcript evaluation after the initial is \$30. Once payment is received additional transcript evaluations will be completed. Please make checks payable to Drury University School of Education and mail or drop off to the address above.

3. Once your transcript evaluation is completed it will be sent to you via e-mail from the Coordinator of Teacher Certification as a PDF document. Once you review the transcript evaluation it is recommended that you communicate with the Coordinator of Teacher Certification regarding a specific program of study and the process of registering for courses as a non-degree seeking, post-baccalaureate student.

Please note that if you are admitted into one of the education graduate programs, you still need to have a transcript evaluation completed if you are seeking initial teacher certification. You must complete state requirements, in addition to the requirements of the graduate program. Completing a graduate program is not required for teacher certification. Please call 417-873-7369 for clarification regarding state teacher certification requirements. Please call 417-873-6948 for clarification regarding graduate program requirements.