



## Templates for Request of Transcript, Request for Verification, Request for Equivalency of Transcript

**Please note:** the transcript and verification from MACTE must be hard copies to include with your application

### **Template for Request of Transcript**

Dear (insert the name of your Montessori teacher education program here),

I earned my (insert level of training) credential from (insert program name here) in (insert year here). I am applying for Lead (Infant/toddler, Early Childhood, Director I or II) teacher with the Massachusetts Early Education and Care Professional Qualifications Unit. Please send me a paper copy of my transcript listing all academic course work and the length of my internship phase. Please include the course on Child Growth and Development on the transcript.

Thank you.

Your name

Add your physical address here. If requesting by mail, include a self-addressed and stamped envelope.

### **Template for Request of Verification from MACTE**

Dear MACTE,

I am applying for (insert level of recognition applying for here) with the Massachusetts Early Education and Care Professional Qualifications Unit. I earned my Montessori (insert level of credential here) from (insert full name and address of Montessori teacher education program here) in (insert year here). Please send me a verification on MACTE letter head stationary indicating that I earned a Montessori credential at the (insert level here) from (insert program name here) in (insert year here).

Thank you.

Your name

Add physical address here.

## Template for Request for Equivalency of Transcript

Dear (insert teacher education program or program affiliate- AMS, AMI, etc.- here),

I earned my Montessori (insert level here) credential at (insert teacher education program here) in (insert year here). This program was not accredited by the Montessori Accreditation Council for Teacher Education (MACTE) when I attended.

Please review my academic course work transcript and length of internship for equivalency to a current MACTE accredited teacher education program. Please send me a paper copy of equivalency and/or share the process for obtaining an equivalency.

Thank you.

Your name

Physical Address here.