



Office of Student Development

785-827-5541 ext. 1162 - 100 East Claflin - Salina, Kansas 67401 - FAX (785) 827-0927

Kansas Wesleyan University Teacher Credential Files Registration Form

In an effort to secure employment, I hereby request and authorize the Kansas Wesleyan University Career Center to set up a Teacher Credential File (TCF) to be sent to employers upon request. At my direction, the Kansas Wesleyan University Career Center will receive and file official college transcripts, a copy of teaching certificate, and up to three letters of recommendations written by person of my choice. My TCF will be set up and distributed in accordance with Section 438 of the Family Educational rights and Pricy Act of 1974. (Public Law 93-380), commonly called the "Buckley Amendment."

I realize that these letters of recommendation will be maintained on a confidential basis, except to those employers or institutions who desire the information contained therein for purposes of reviewing an application for employment. However, I understand that I, too, have the right access these letters of recommendation, unless I choose to waive my right of access to any or all letters of recommendation.

I am solely responsible for requesting, updating, and monitoring information contained in my TCF.

The entire TCF (transcript, three (3) letters of recommendation, and copy of teaching certificate) will be sent to employers/institutions when I formally submit a request.

My first ten (10) file requests are free of charge, after which I will be charged \$5.00 per referral address. Fees may be paid by check or cash. The Kansas Wesleyan University Career Center reserves the right to suspend mailings of my file if there is a delinquent balance on my Kansas Wesleyan University account.

Requests for my TCF must be submitted with complete mailing information for designated school district to the Kansas Wesleyan University Career Center in person, by mail, or email before my file will be delivered.

It is my responsibility to follow up on any requests in processing my file. The Kansas Wesleyan University Career Center assume no responsibility for the failure of credentials reaching their destination when internal records show that the file was processed as requested.

Teacher Credential Files will be maintained for five (5) years from the date signed below. After which, I must re-register and submit new information.

Candidate's Signature: _____ Date: _____

Candidate's Printed Name: _____

Completed teacher credential file registration form should be returned to Kansas Wesleyan University

Bridget Weiser, 100 E. Claflin Ave., Salina, KS 67401 or emailed to bridget@kwu.edu