

## **CSET Waiver Letter Instructions for English Single Subject Graduates**

Here's what to submit in hard copy to the Single Subject Coordinator, Professor Mira-Lisa Katz, in order to get your CSET Waiver Letter (the piece of paper that exempts you from taking the CSET because you have done all the coursework instead):

- 1) A written request for a CSET Waiver Letter;
- 2) An unofficial copy of your SSU transcripts that includes grades from your final semester at SSU (wait until grades have been posted);
- 3) A legibly **completed** English Single Subject Concentration Worksheet (available outside the English Department Office);
- 4) Evidence of completion of your 45 hours of early fieldwork experience (this could be a signed letter or a log of all your hours with signatures or initials from the teachers in whose classrooms you observed or participated);
- 5) An email to let the Single Subject Coordinator know that your materials (listed above in 1-4) have been submitted (left in the English Department Office or put in her English Department mailbox).

Any questions regarding the CSET Waiver Letter should be sent to Professor Mira-Lisa Katz, whose contact information is below.

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