Batch Endorsement Form to DESE

Instructions:

1. Enter your sponsoring organization’s name.
2. Fill out the table with candidates that have submitted their license application **but have not heard back after the one-to-two-week timeframe.**
3. Add more rows below as needed.
4. Download this document as a Word document and email completed file to EducatorPreparation@mass.gov. PDF files and/or physical paper forms will **not** be accepted.

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| **Sponsoring Organization name:**   |
| Candidate’s First Name  | Candidate’s Last Name  | Candidate’s MEPID   | Candidate’s License  (i.e. Academic: Teacher, Elementary, 1-6, Initial)   | SEI Endorsement (Yes or No)  |
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