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.](mailto:EducatorPreparation@mass.gov) PDF files and/or physical paper forms will **not** be accepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |