

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

Here's what to submit to the Single Subject Coordinator 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 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).

Any questions regarding the CSET Waiver Letter should be sent to the Single Subject Coordinator.