

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1000 STREET
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27 August 1979

79-8007

TO: Deans and Directors of Teacher Education and Credential Analysts, California Colleges and Universities; County and District Superintendents and Credential Personnel; and Vocational Education Coordinators and Directors

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Notice of Discontinuation of Returning Credential Application Materials

For some time the Commission office has been concerned with the increase in postage and cost of time in handling materials in the processing of credentials. After considerable discussion, the following policy has been adopted:

Effective September 30, 1979, application materials, including all supporting documents, transcripts, and verifying letters will not routinely be returned to candidates. Please notify any credential applicants in your jurisdiction that they should keep copies of important documents such as irreplaceable transcripts, letters of recommendation, and experience verification, as these materials will not be returned or retained at the Commission office.

The yellow credential applications revised in March of 1979 state on Page 4 under Supplementary Information and Instructions that materials will not be returned nor retained at the Commission office. Please request a supply of these new applications and destroy any old application forms in your office.