



Transfer Credit Request Form

Please submit this completed form and additional required documentation to the program specific email address:

Intern Teacher Credential Program: intern@reachinst.org

-OR-

Instructional Leadership Academy: ILA@reachinst.org

Official transcripts can be mailed to:

Reach Institute for School Leadership
 ATTN: Student Services
 1221 Preservation Park Way, Ste. 100
 Oakland, CA 94612

Date Submitted: _____

Candidate Name: _____

Candidate Email: _____

Reach Program: _____

Before requesting a review of prior coursework for possible equivalencies in a Reach Program, please review the transfer/equivalency policy information detailed in the latest Reach Student Handbook and Catalog on reachinst.org.

To initiate a transfer request, please submit the following items and complete the table below (add additional pages as needed):

- This completed **Transfer Credit Request Form**
- Official transcript(s)** verifying credit granted for the course(s)
- Course syllabus/syllabi** (preferred) or official course catalog description
 (Note: An official course catalog description may not provide sufficient information for granting equivalencies)

Institution/Location	Course Number/Title for Consideration	Year completed	Grade Earned	Units Earned	Semester or Quarter Units?



For Office Use:

Transfer Credits and/or Equivalencies Granted

Prior Course Number/Title	Reach Course Number/Title	Transfer Credits and/or Equivalencies Granted <i>(Tuition adjustments noted where applicable)</i>

Evaluator Name	Evaluator Title	Signature	Date