



—Department of Education—

Admissions Deficiency of Service Letter

Candidate Name

Date

TEA ID #: _____

The above listed candidate has been admitted into the graduate program for _____
at West Texas A&M University (WTAMU) County/District Code: 191-501.

The listed candidate has been admitted without the required ____ years of service. At the time
of admission, a service record was collected for the candidate, and s/he has ____ years of
creditable service.

Before the candidate is recommended for graduation or certification, the candidate will provide
the program chair and the Certification Officer an updated service record with a minimum
____ years of creditable service on a standard teacher's certificate.

Candidate Signature: _____

Date: _____

Program Chair Signature: _____

Date: _____

Certification Officer: _____

Date: _____

CC: candidate file; certification office