



**TEACHING CREDENTIALS FILE
AGREEMENT, RELEASE, ACKNOWLEDGEMENT, AND WAIVER**

I, _____, am an alum of Western Michigan University (“WMU”) who wants to maintain a Self-Managed Teaching Credential File (“FILE”). I am requesting WMU, Career & Student Employment Services (C&SES) to release to me the original documents that were contained in my Teaching Credential File. I acknowledge that I will take possession of all documents contained in my Teaching Credential File and will assume responsibility for all future maintenance of the documents, which may include, but not limited to, Education Credential Form, Final Evaluation Report of Intern Teaching, Final Self-Reflective Evaluation of Intern Teaching, and letters of recommendation.

I understand that only my Final Evaluation Report of Intern Teaching is considered an educational record by WMU, College of Education, and a copy of the final evaluation is maintained in the Office of Field Placement. Furthermore, I understand that WMU, C&SES will no longer maintain copies of the documents that I am requesting be released to me in order to create and maintain my FILE.

I further agree to release, indemnify, and hold harmless Western Michigan University, and its board, officers, employees, and agents from any and all claims, liabilities, losses, damages, and costs (including reasonable attorney fees) arising out of the release of my Teaching Credential File to me.

I HAVE READ THIS AGREEMENT RELEASE, ACKNOWLEDGMENT, AND WAIVER BEFORE SIGNING IT, I UNDERSTAND IT, AND AGREE TO ALL OF ITS TERMS.

Signature of Alum

Date

Printed Name

Western Michigan University
Career & Student Employment Services
1344 Ellsworth Hall
Kalamazoo, MI 49008-5225

Address

(269)387-2725 (phone)
(269)387-2555 (fax)

City State Zip Code

(Area Code) Phone

Email Address

For business office use only:
Date Requested: _____
Date Released: _____
Initials: _____