

Placement File Document Checklist

Name: _____

Phone Number: _____

Email Address: _____

Last 4 Digits of Your Social Security Number: _____

Instructions: Please list/fill in below the items that you are requesting to be sent in for your Placement File. Career Services will keep this list in your Placement File and check off the items on your customized list as we receive them. When we have received all of the documents that you have listed here, we will notify you that your file is complete and ready to be sent out.

**Received
(To be completed
by Career Services)**

Document List (To be completed by requestor)

_____ _____ Resume (required) and _____ Cover Letter (optional)

Transcripts (list schools)

_____ Pepperdine (please contact registrar to order)

Recommendations (list names of references requested)

Final Student Teaching Evaluations (list names of master teachers)

Test Results:

CBEST

CSET

RICA

Other

_____ Copy of Credential (state which) _____

_____ Other items _____