|  |  |
| --- | --- |
|  | Massachusetts Department ofElementary and Secondary Education |
| Office of Educator Licensure  |  Telephone: (781) 338-6600  |
| 75 Pleasant Street, Malden, Massachusetts 02148-4906 | TTY: N.E.T. Relay (800) 439-2370 |

**Application Status Change Request:**

**To Remove Idle Status from an Educator’s Licensure Application**

|  |
| --- |
|  |
| First Name | Last Name | MI |
|  |
| Mailing Address |
|  |
| MEPID, License, **or** Social Security Number | Email Address (mandatory) | Phone Number |
|  |
| *I am officially requesting that my following Massachusetts Educator License Application(s) be switched from “Idle” to “Active” in order to resume my interest in obtaining the license. I understand that the Licensure Office will review the history of each of my applications and place it in one of the following statuses: Not ready, Ready for review or Pending.* |
|  |
| **License Area*****Ex: Mathematics*** | **Grade Level*****Ex: 5-8*** | **Stage*****Ex: Provisional*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
|  |  |
| Signature: | Date: |
|  |
| **Please note:** This document can be uploaded directly into your ELAR account. When uploading this form, select “Request for ELAR Change” from the menu of document types.For directions, please visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and select the How to Use the ELAR Portal link in the left navigational bar.  |