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|  | Massachusetts Department of Elementary 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**

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| First Name | Last Name | | | | MI | |
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| Mailing Address | | | | | | |
|  | | | | | | |
| MEPID, License, **or** Social Security Number | | Email Address (mandatory) | | | | Phone Number |
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| *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.* | | | | | | |
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| **License Area**  ***Ex: Mathematics*** | | | **Grade Level**  ***Ex: 5-8*** | **Stage**  ***Ex: Provisional*** | | |
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| Signature: | | | | Date: | | |
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| **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. | | | | | | |