

**Exception Form for the PPST/Grade Point Requirement**

Date \_\_\_\_\_ Exception requested: \_\_\_\_\_ GPA  
\_\_\_\_\_ PPST  
Name \_\_\_\_\_ ID \_\_\_\_\_  
Address \_\_\_\_\_ Current Grade Point Average \_\_\_\_\_  
\_\_\_\_\_ School Phone Number \_\_\_\_\_  
Major \_\_\_\_\_  
Term you wish to student teach \_\_\_\_\_ Anticipated graduation date \_\_\_\_\_

**Current PPST Status:**

<b>REQUIRED SCORE</b>	Test date _____	Test date _____	Test date _____
<b>175/322</b>	Reading _____	Reading _____	Reading _____
<b>173/318</b>	Math _____	Math _____	Math _____
<b>174/320</b>	Writing _____	Writing _____	Writing _____

Please attach to this form a typed letter of appeal, which includes:

- A. evidence of basic skills equivalent to a passing score on the section of the PPST that was failed; include attachments as needed. Examples of evidences include, but are not limited to, scores on an equivalent test or letters from professors of courses in which the skill was demonstrated.
- B. reason(s) for desiring to be a member of the profession.
- C. reason(s) for failure to meet minimum grade point average or standardized PPST test score.
- D. for exceptions to the grade point requirement, a plan of action to assure the attainment and maintenance of an acceptable minimum grade point average.
- E. evidence of appropriate preparation/remediation for the PPST.

-----  
**Please use the following format for your letter of appeal:**

Your address

Date

Dean, School of Education  
267 Home Ec.  
UW-Stout

Dear School of Education Dean:

(insert your letter contents here, single space, and carefully proofread everything)

Sincerely,

(insert your signature here)  
Your name typed out