



Placement File Checklist

- **Waiver & Consent Form:** The waiver and consent form explains the difference between a confidential and non-confidential file. Please select your file status carefully, as you would need to re-contact all of your reference writers in order to change the status in the future.
- **Registration Form:** The registration form activates your file for one placement file year (November 1 – October 31) and gives the Career Development Center data we can use to refer your name and telephone number to appropriate inquiring employers.
- **Resume:** Special stationary is not needed, as we make copies to send. A crisp, sharp original on white stock is best.
- **Professional References:** Typically 3-5 letters of references are used for beginning educators, while 5-7 references are used for experienced educators. (please refer to the Placement File FAQ page on our website for more information)
- **SPU Unofficial Transcript:** Place a written request with SPU Student Academic Services asking them to mail a current copy of your SPU Unofficial Transcript to the Career Development Center. Call the transcript information line at (206) 281-2034 for more information.

PLEASE NOTE: SPU cannot accept transcripts from other universities! You may choose to create an Academic Summary Form for your file to demonstrate other college-level coursework completed at another institution. (please refer to the Placement File FAQ page on our website for more information on Academic Summary Forms)