

State of Vermont  
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Agency of Education

**June 14, 2018**

**JENNIFER BLAY**  
**4103 VT RT 58 EAST**  
**LOWELL, VT 05847**

Dear **JENNIFER BLAY**:

I am writing to inform you that your transcript review for an additional endorsement in the following instructional level and endorsement has been completed:

Instructional Level	Endorsement
Grades PK-12	91-Principal

The review was based on the rules and policies of transcript review that can be found [here](#). Additionally, the review was based on the following transcripts:

**Castleton University**

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We have completed the review of your application for an additional endorsement for  
Congratulations! It has been determined that you qualify for the additional endorsement in this area.

Vermont regulation requires all new endorsements be placed on a three year Level I license. Since you do not currently hold a Level I license, you will need to pay the Level I license fee of \$150.00. Payment is due within 15 days of this determination; as soon as we receive this fee, we will issue your Level I license with your new endorsement on it. If your payment has not been received by June 29, 2018, your application will close.

If you have further questions please email me at **[catherine.wilkins@vermont.gov](mailto:catherine.wilkins@vermont.gov)**.

Sincerely,

**Catherine Wilkins**  
Educator Licensing Specialist  
Vermont Agency of Education