

## Appendix G.

### Educator Preparation Provider (EPP) or Subject Area Program Closure Plan

**EPP or Subject Area Program Close-out Form: {Insert EPP Name}**

Within **30 calendar days of receipt** of this document, please provide the following information regarding the closure of the [insert EPP] educator preparation provider and its programs below:

- {Insert subject area program 1}
- {Insert subject area program 2}
- {Insert subject area program 3}
- {Insert subject area program 4}

The Office of the State Superintendent of Education (OSSE) will follow-up with any questions or requests for additional information within **15 calendar days of receipt** of this information.

By signing this document (on page 2), representatives of {Insert EPP} and OSSE indicate that they agree to the action items and dates above.

Date of Closure	
Reason for Closure	
Contact person for EPP closure information, including email and phone number.	
Student information	
<ul style="list-style-type: none"> <li>a. Date last cohort admitted</li> <li>b. Total number of students currently enrolled</li> <li>c. List of students currently enrolled and information (name, email address, phone number, current program status, and anticipated completion date).</li> </ul>	
Provide the EPP’s plan and timeline of notifying students of closure.	
Provide the EPP’s plan and timeline of notifying local education agency (LEA) and other partners (e.g., Institutions of Higher Education [IHEs]). If students will be transferred to a partner institution for program completion, provide transfer plan and contact person (including email and phone number) at transfer institution.	

Provide the EPP's plan for storage and maintenance of student records, including student records contact person (and email and phone number).	
Any other relevant information that would be helpful to OSSE.	

\_\_\_\_\_  
Signature  
{Insert EPP}

\_\_\_\_\_  
Signature  
OSSE

\_\_\_\_\_  
Position at {Insert EPP}

\_\_\_\_\_  
Position at OSSE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date