

March 30<sup>th</sup>, 2025

Dear Members of the Monroe County School Board,

I am delighted to express my interest in the Superintendent position for Monroe County School District. With over eight years of diverse leadership experience in education, including my current role as Principal at Gerald Adams Elementary in Monroe County School District, I am excited about the opportunity to bring my skills in student-centered leadership, data-driven decision-making, community engagement and instructional excellence to contribute to the continued success of the district.

Throughout my career, I have cultivated a deep passion for student success and staff development, with a focus on fostering an inclusive, high-performance learning environment. As the Principal of Gerald Adams Elementary, I have consistently made decisions that prioritize the academic, social, and emotional needs of our students. The largest area of impact has been the development of targeted intervention schedules that directly address achievement gaps. I am also proud of the work done by our school to initiate a student leadership program which fosters student responsibility and self-efficacy, driving both academic and personal growth. These experiences have helped me build a deep understanding of the importance of aligning resources equitably to support the unique needs of all students in our school. These changes have led to increased student responsibility and academic accountability and an overall positive staff and student climate.

I am committed to maintaining high ethical standards and building trust and respect with all stakeholders—students, staff, families, and the community. Throughout my career, I have cultivated a transparent and collaborative leadership style. In my prior role as Director of Assessment and Accountability, I developed expertise in district-wide data analysis, coordinated the administration of state assessments, supported school leaders in using data to identify and address achievement gaps, and ensured compliance with state and federal regulations. My experience overseeing budget management, teacher evaluations, and professional development for staff members has enabled me to drive measurable improvements in both student outcomes and staff performance. This role helped me develop a strong understanding of district operations, including budgeting, testing, and compliance management, while fostering open and honest communication with all participants.

I am particularly proud of my work as a district-wide Science/ STEM Coordinator, where I led the development of district progress monitoring assessments and provided professional development for K-12 Science/ STEM educators. I collaborated with our district Career and Technical department to embed certifications in STEM programs and secured funding and training to expand access to high quality STEM education. My experience leading district-wide professional development initiatives, such as the implementation of Youth Mental Health First Aid and the Five-Hour Mental Health Requirement, reflects my belief in the importance of addressing the whole child—academically, socially, and emotionally. I believe that instructional excellence is best achieved when educators are supported with the tools and professional learning they need to succeed. I have always set high expectations for both myself and my team,

while holding ourselves accountable for meeting those expectations, a mindset I would bring to the Superintendent role.

In addition to my focus on instructional excellence, I recognize the importance of building strong community partnerships to support the needs of our district. Whether it is working with local businesses, government organizations, or community leaders, I am dedicated to creating an inclusive and collaborative environment where the community contributes to the success of our students.

I am excited by the opportunity to bring my skills, experience, and vision to Monroe County School District as the next Superintendent. My approach to leadership is rooted in transparency, collaboration, and a relentless focus on improving student achievement. I am confident that my leadership, combined with my dedication to students and ability to foster meaningful relationships, will help continue to build on the strengths of the district.

Sincerely,

A handwritten signature in dark ink, appearing to read "Melissa Alsobrooks", with a stylized flourish at the end.

Melissa Alsobrooks

# Melissa Alsobrooks

305 Grinnell St #101 Key West, Florida 33040 (305) 304-6508 [Alsobro1@gmail.com](mailto:Alsobro1@gmail.com)

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Self-driven and focused administrator with proven experience. Strategically minded individual with expertise in teacher evaluation metrics, curriculum development, data analysis and application, coaching and professional development. Possess a strong sense of accountability and responsibility. Committed to working with school-based teams to improve instruction and opportunities for teachers and students.

## **Core Competencies:**

- Develop/ Implement Professional Development
- Data analysis
- Technology
- Scheduling
- Curriculum/ Assessment development
- Learning strategies/ Best practices
- Mentoring/ Coaching
- Evaluation Process
- Leadership/ Team development
- Communication
- Budget management
- Mental Health

## **Education:**

M.Ed. in Educational Administration and Leadership- University of Texas, Arlington 2010-2012

B.S. In Physiology/ B.A. Linguistics- Michigan State University, East Lansing Michigan 2001-2006

## **Professional Experience:**

*Certification Areas:* ESE K-12, Reading Endorsement, General Science 5-9, Pre K -Grade 3, Educational Leadership, Chemistry 6-12, Engineering and Technology 6-12

### **Principal, Gerald Adams Elementary, Monroe County School District- July 2023 to Present**

- Maintain budget for Pk-5 elementary school with over 120 staff and faculty.
- Direct and organize professional learning for teachers targeting areas of need based on school data and teacher input.
- Developed creative scheduling to improve student performance with targeted intervention time for all students by identifying and addressing achievement gaps.
- Implemented systems for improved communication and increased parental involvement.
- Established and implemented student leadership program (Leader in Me) focused on improving student self-efficacy, responsibility and academic accountability.
- Build relationships with staff, students and community to improve culture and climate and maintain high standards of accountability and transparency.
- Perform teacher and staff evaluations in accordance with contract requirements.
- Provide coaching and mentoring to teachers and staff.

### **Director Assessment and Accountability, Monroe County School District- November 2022 to June 2024**

- Maintain, analyze, prepare and present student performance data for all schools across the district for all students serviced by Monroe County School District.
- Facilitate and monitor all testing across the district.
- Facilitate testing coordinator meetings as needed and participate in all state calls regarding testing and updates to testing protocols.
- Coordinate with ESE and EL to establish procedures for FSAA and WIDA testing.

- Work with stakeholders to establish evaluation metrics and process all student performance data for evaluations.
- Perform/ oversee all state data collection and correction including Graduation Cohorts, VAM, Roster Verification, Accountability Match Process, School Grades and School Improvement Plans.
- Supervise School Advisory Council's for compliance with state rules.
- Work with school leaders to determine course offerings and answer questions regarding accountability compliance concerns.
- Manage assessment budget for AP, ACT, SAT and Dual Enrollment.
- Serve as main contact for AP, ACT, SAT and Dual Enrollment for Monroe County School District.
- Collaborate with FOCUS MIS to maintain a quality student information database and improve features for use and functionality.

**Assistant Principal, Key West High School- Monroe County School District- August 2021 to December 2022**

- Participated in the recruitment, hiring and evaluation of staff and provide instructional leadership to teachers and staff, specifically in the areas of Reading, CTE and ESE.
- Established and monitor the implementation of the PBIS program at KWHS through the data collection of disciplinary data and student/ staff survey results.
- Coordinate the AVID program, including provide professional development; organize district walkthroughs and completion of all monitoring requirements.
- Oversees all testing, including use of TIDE system, SAT/ College Board and Illuminate testing platforms; organizes, creates and establishes testing schedules, rosters and materials for all state and district assessments. Proficient in pulling advanced reports through FOCUS.
- Creates and maintains data visual dashboard through use of Power BI for state and district progress monitoring and assessments to help target areas of opportunity for improvement.
- Collaborates with the ESE department and Staffing Specialist to ensure compliance with all state and federal laws governing ESE students and IEP services.
- Creates, organizes and establishes schedules for school paraprofessionals and supervision on campus.
- Responsible for development of the SIP through collaboration with school administration and school leadership team to utilize most current data to develop meaningful goals that can be monitored with fidelity.
- Organize and implement the Truancy process for KWHS, through use of FOCUS tools and reports and support of the Truancy team.

**Science Coordinator, Health and Wellness, PE and Drivers Education Coordinator- Monroe County School District- August 2017 to July 2021**

- Provides instructional leadership for Science, STEM, Health, PE and Drivers Education teachers' district wide.
- Provided data analysis and resources to Science teachers based on progress monitoring and state assessment results.
- Participated in district SAC accreditation process; collaborated with school-based leaders to complete SAC accreditation process.
- Developed district assessments for Science through collaboration with school based instructional leaders in grades K-8 and Biology.
- Developed and implemented programs and procedures for meeting state mandates, including Youth Mental Health First Aid and the five-hour required mental health instruction for grades 6-12.

- Developed and delivered professional development to staff district wide, including training in Youth Mental Health First Aid, suicide risk and awareness, Visible Learning in Science and Argument Driven Inquiry.
- Maintain accurate records on compliance for auditing purposes including state mandated required instruction, Title IV and computer science grants.
- Manages science budget, including funding from the state, grant generated funding and district funds.
- Provides support to CTE programs through STEM and computer science pathways.
- Participates and collaborates with community partners across the district to implement programs for teachers and students.

#### **Teacher (ESE/ Science) - Horace O'Bryant School – August 2008- June 2017**

- Coached HOB Academic Challenge Team from 2010-2017; worked with district leaders on question development for Academic Challenge competition.
- Developed and implemented core curriculum aligned with Next Generation Sunshine State Standards and best practices promoting literacy in the content area
- Developed goals and educational objectives for students based on data analysis and formative assessment.
- Monitored student progress in the classroom to ensure they are meeting goals and objectives, assisted struggling students and developed enrichment opportunities for advanced learners as they progress through the curriculum.
- Ensured a safe, functional and collaborative classroom environment that promoted the growth and success of students both social emotionally and academically.
- Participated in building the middle grades master schedule, included formatting of bell times, scheduling support courses for ESE and EL students and ensured classes met state class size requirements.
- Implemented the first STEM class at HOB and continued to grow the program. Offered STEM with an emphasis on robotics using the VEX-EDR curriculum and participation in the SEPEARCH program since its introduction in 2013.

#### **Job Coach (ESE Departments) - TIES Program- August 2007 – June 2008**

- Supported students working in the community through training and supervision.
- Maintained accurate records for reporting to Vocational Rehabilitation Services.
- Participated in IEP goal setting for student's post-graduation transition.

#### **Leadership Experience:**

*FETC/ FELE Writing Committee- 2021- 2022*

- Selected for participation in writing and reviewing of test items for FETC exam

*Required Instruction- Five Hour Mental Health Requirement 2019-present*

- Implemented program and procedures for all grades 6-12 students and teachers to meet the mandated five-hour mental health education requirement.

*Florida Department of Education STEAMPosium 2019-2021*

- Facilitated professional learning for over 250 educators across Florida, in the Next Generation Sunshine State Standards for middle grades science.
- Wrote curriculum and training for K-12 Science Standards Alignment 90 minute session.

*District Threat Assessment/ Alternative Placement Committee 2018-present*

- Participate and contribute on the committee regarding alternative student placement and threat assessment.

*Youth Mental Health First Aid Trainer- 2018- present*

- Implemented training for YMHFA per state requirement for over 700 staff in MCSD
- Coordinator of our district trainers, responsible for maintaining all records for MCSD and YMHFA associated with trainings.

*District STEM Fair Director 2017- 2021*

- Facilitate the Regional STEM Fair for MCSD, hosting more than 150 students yearly who compete in 13 categories for awards and an opportunity to attend State Science and Engineering Fair.
- Coordinate all aspects of the Regional STEM Fair, including collaborating with judges and community partners to establish awards and opportunities for students to participate in advanced research.

*MTSS Coordinator- 8th Grade- 2016-2017*

- Managed the MTSS data for 8<sup>th</sup> grade students, held MTSS team meetings monthly focused on tier 2 and tier 3 student academic and behavioral data.
- Maintained accurate records of student data inside the SEAS system for MTSS.

*Eighth Grade Team Leader 2011 -2017*

- Participated in Building Level Planning Team meetings and facilitated weekly grade level meetings and events while working collaboratively with team members to promote a positive learning environment.

*Aspiring Administrators Program Part I and II 2015-2016*

- Completed Phase 1 and Phase II of program, including inquiry project with an emphasis on hands on learning in science and its impact on student engagement and knowledge retention.

**Recognition:**

Horace O'Bryant Teacher of the Year- 2013-2014

Horace O'Bryant Teacher of the Quarter- 2014



DR. LARRY C. SCHMIEGEL  
Superintendent of Schools

LYNN S. GAFFNEY  
Assistant Superintendent for  
Instruction

TINA M. LANE  
Assistant Superintendent for  
Personnel and Student Services

BRIANNE R. Durham  
Assistant Superintendent for  
Operations and Finance

JENNA J. RITZ  
Treasurer



# WATERTOWN CITY SCHOOL DISTRICT

Our Children, Our Future!

BOARD OF EDUCATION  
JASON B. HARRINGTON  
President

RANDE S. RICHARDSON  
Vice President

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MICHELLE R. GRAVELLE  
District Clerk

March 23, 2025

To Whom It May Concern,

I am honored to write this letter of reference in support of Melissa Alsobrooks as she applies for the position of Superintendent of Schools for Monroe County School District. I had the privilege of working closely with Melissa when she served as Assistant Principal at Key West High School, and I am confident that her experience and leadership qualities will make her an outstanding superintendent.

Melissa's tenure as Assistant Principal at Key West High School was marked by her exceptional leadership in overseeing all aspects of testing, ensuring compliance with state and federal regulations. She worked tirelessly to coordinate testing schedules and manage data, playing a key role in maintaining the integrity of the testing process. Additionally, her leadership in Special Education was critical in ensuring that every student received the support they needed to succeed.

Her earlier role as the District Science Coordinator also demonstrated her capacity for district-wide leadership. Melissa provided instructional leadership, developed professional development programs, and collaborated with teachers across schools to improve science education. Her work in this capacity speaks to her ability to manage large-scale initiatives and make data-driven decisions to improve instructional outcomes for students across the district.

Currently, Melissa serves as the principal of Gerald Adams Elementary School, where she continues to showcase her leadership skills in a different educational setting. While I have not worked with her in this role, I am confident that her experience as a principal further solidifies her qualifications for a district-level leadership role. Her work in this capacity, combined with her background in curriculum development and instructional leadership, makes her a well-rounded candidate for the superintendency.

Beyond her administrative skills, Melissa's visibility in the community has always been a strength. She is often seen at school events, whether it's supporting students at athletic competitions, attending performances, or participating in community gatherings. Her active engagement with students and the community reflects her deep commitment to fostering positive relationships and student success.

I am confident that Melissa Alsobrooks has the skills, knowledge, and leadership qualities needed to excel as the superintendent of Monroe County School District. I offer my highest recommendation for her candidacy and am happy to discuss her qualifications further if needed.

Sincerely,

Dr. Larry C. Schmiegel  
Superintendent of Schools

Watertown City School District is committed to building a caring culture  
that fosters lifelong learners and responsible citizens.



March 15, 2025

Monroe County School District  
241 Trumbo Road  
Key West, FL 33040

Dear Sirs/Madame:

I am honored to have been asked to write a recommendation for Melissa Alsobrooks as she continues on her upward trajectory within the Monroe County School District by applying for the position of Superintendent of Schools.

When I first met Melissa, she was a STEM Science Teacher at HOB Middle School. She immediately responded when Keys to Be the Change announced they were offering to teach kids how to grow their own food while stressing the importance of a healthy lifestyle. Her students were extremely well mannered and very engaged. The next time I encountered Melissa was when she became the Science Coordinator for the MCSD and introduced a new curriculum that was created by Florida International University, Mission Inspire. She is very good at stepping out of the box to research new ways to engage our students. When she became the Assistant Principal at KWHS, she seemed to have an instant rapport with the students. She was like the velvet hammer. Very easy going but firm once you crossed the lines. Testing was her specialty and she never stressed about the outcomes knowing she did everything she could to make testing day(s) successful. Following her career to the next level, she accepted the position of Assessment & Accountability Coordinator for the district. Since I am always looking for statistics to prove that Keys to Be the Change Programs are needed in our schools, she was my point guard for information. She always was able to find the numbers I needed within minutes. This was a huge help in obtaining grants to pay for the support Keys to Be the Change gives to the students in our district. Finally, Melissa was promoted to the Principal position at Gerald Adams Elementary School in 2024. The MORE Literacy Program is thriving at that school and Melissa is a big reason for that occurrence. She expedited the donation of the Book Vending Machine that Keys to Be the Change gave and was able to make it happen before the end of the school year! A huge accomplishment. Literacy mentors are very aware and care a lot about the students they read with on a weekly basis. Whenever a mentor has a concern for a student, whether it be to check their vision, dental questions or to check for dyslexia, Melissa is on it. Parent conferences to teacher meetings. Anything to make sure our kiddos are healthy and safe.

In closing, I feel Melissa would be a great candidate to become the Superintendent of schools for Monroe County. She has always been extremely positive and honest, two characteristics needed to guide this district into the future. Please feel free to contact me for any other comments or questions.

Sincerely,

Heidi R. Golightly  
Executive Director  
Keys to Be the Change, Inc.  
[www.keystobethechange.org](http://www.keystobethechange.org)  
541-974-4398



March 31, 2025

Monroe County Superintendent Selection Committee:

I have written many letters of recommendation throughout my career, but it is truly with sincere admiration that I offer my recommendation of Melissa Alsobrooks for Superintendent of the Monroe County School District.

Ms. Alsobrooks has been a member of the Monroe County School District (MCSD) since 2007 beginning as a Job Coach in the TIES Program and then moving on to Horace O'Bryant School (HOB) in 2008, where she was hired for our middle school science program. The contributions that Melissa made during her tenure at HOB are so incredibly numerous. She was an integral part of the Building-Level Planning Team as our eighth-grade team leader. Her time on the HOB Scheduling Committee was essential, helping to design the very challenging middle school Master Schedule. Melissa implemented the first STEM program at HOB and spearheaded the SEAPERCH robotics program helping students design, build, and compete with Remotely-Operated Vehicles (ROVs). Not satisfied with all of that, Melissa stepped up to be the HOB Academic Challenge Team Coach for over seven years.

We were all so excited when Melissa moved on to the position of Science Coordinator for MCSD, and I took great guidance from her when hiring science and STEM personnel, analyzing crucial science testing data for grades five and eight, and through the offering of Professional Development opportunities, especially the Youth Mental Health and First Aid program for all members of our faculty.

I continued to coordinate with Melissa during her tenure as Key West High School Assistant Principal, working together through the crucial transition of our eighth-grade students to KWHS. Her knowledge base and understanding of adolescence reassured the students as well as the parents, and they came to rely on her as they became KWHS freshman. It was such a smooth transition with her moving on to principal of Gerald Adams, and it was exciting to watch her continue to have the same rapport and relationships with elementary-aged students.

When I say that Melissa is an asset to the Monroe County School District, it is truly an understatement. She is extremely well admired by her peers district wide as well as the many students and parents she has served for the past 17 years. Melissa's unique ability to balance instructional leadership with administrative duties is a direct result of her years of hands-on experience in the classroom. This experience enables her to lead with empathy, insight, and a clear understanding of the challenges teachers face. Her transition from teacher to school leader has been marked by consistent growth, as she has remained deeply connected to the needs of both students and staff, even as she assumed greater responsibilities.

Melissa is a dynamic, positive role model, advocate for both children and teachers, and an extremely talented educator who would be an incredible leader of the Monroe County school District as Superintendent of Schools, and I highly recommend her!

Sincerely,

A handwritten signature in black ink, appearing to read 'DS' or 'DSantiago', with a large loop at the end.

Denise B. Santiago  
Former Horace O'Bryant School Principal  
305-304-6678

# THE UNIVERSITY OF TEXAS AT ARLINGTON

## Official Transcript

Name: **Melissa Kathleen Alsobrooks**  
 Student ID: [REDACTED]

Page 1 of 2

Send To: **MELISSA ALSOBROOKS  
 ALSOBRO1@GMAIL.COM**

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.667	Term Totals	9.000	9.000	9.000	33.000
Cum GPA	3.750	Cum Totals	15.000	15.000	12.000	45.000

### 2011 Sum

Program: **Masters**  
 Plan: **MED (ELPS) (NT) AO Major**

Institution Info: **THE UNIVERSITY OF TEXAS AT ARLINGTON**  
 Send To: **MELISSA ALSOBROOKS  
 ALSOBRO1@GMAIL.COM**  
 Print Date: **03/13/2025**

Course	Description	Attempted	Earned	Grade	Points
EDAD 5322	ED RES & EVAL	3.000	3.000	A	12.000
EDAD 5330	LEAD IN INSTRUC	3.000	3.000	B	9.000

### Degrees Awarded

Degree: **Master of Education**  
 Confer Date: **2012-05-12**  
 Plan: **MED (ELPS) (NT) AO**

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.500	Term Totals	6.000	6.000	6.000	21.000
Cum GPA	3.667	Cum Totals	21.000	21.000	18.000	66.000

### Beginning of Graduate Record

### 2011 Fall

Program: **Masters**  
 Plan: **MED (ELPS) (NT) AO Major**

Program: **Masters**  
 Plan: **MED (ELPS) (NT) AO Major**

Course	Description	Attempted	Earned	Grade	Points
EDAD 5381	POLITICAL LEGAL ASPECTS EDUC	3.000	3.000	A	12.000
EDAD 5389	ADMINISTRATIVE INTERNSHIP	3.000	3.000	P	0.000

Course	Description	Attempted	Earned	Grade	Points
EDAD 5376	EDUCATIONAL GOVERNANCE	3.000	3.000	B	9.000
EDAD 5383	PRINCIPALSHIP	3.000	3.000	B	9.000
EDAD 5384	RESOUR MGMT ED	3.000	3.000	B	9.000

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	4.000	Term Totals	6.000	6.000	3.000	12.000
Cum GPA	4.000	Cum Totals	6.000	6.000	3.000	12.000

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.000	Term Totals	9.000	9.000	9.000	27.000
Cum GPA	3.444	Cum Totals	30.000	30.000	27.000	93.000

### 2012 Spr

Program: **Masters**  
 Plan: **MED (ELPS) (NT) AO Major**

Program: **Masters**  
 Plan: **MED (ELPS) (NT) AO Major**

Course	Description	Attempted	Earned	Grade	Points
EDAD 5302	EDUC TECHNOLOGY PLANNING DIVERSITY EDUCATIONAL SETTINGS	3.000	3.000	A	12.000
EDAD 5380	FOUNDATIONS OF EDUC ADMIN	3.000	3.000	B	9.000
EDAD 5382		3.000	3.000	A	12.000

Course	Description	Attempted	Earned	Grade	Points
EDAD 5305	CURRICULUM DESIGN	3.000	3.000	B	9.000
EDAD 5399	CAPSTONE INTERN EDUC LDRSH	3.000	3.000	P	0.000

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.000	Term Totals	6.000	6.000	3.000	9.000



*Kimberly Tate*  
 Kimberly Tate  
 University Registrar  
 Office of the Registrar

# THE UNIVERSITY OF TEXAS AT ARLINGTON

## Official Transcript

Name: **Melissa Kathleen Alsobrooks**

Student ID: [REDACTED]

Page 2 of 2

Cum GPA	3.400	Cum Totals	36.000	36.000	30.000	102.000
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### Graduate Career Totals

Cum	3.400	Cum Totals	36.000	36.000	30.000	102.000
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GPA:

End of Official Transcript



  
Kimberly Tate  
University Registrar  
Office of the Registrar



**THE UNIVERSITY OF TEXAS AT ARLINGTON**  
**Office of Admissions, Records and Registration**  
**P.O. Box 19088**  
**Arlington, Texas 76019**  
**(817) 272-3372**

**TRANSCRIPT INFORMATION**

**Accreditation:** UT Arlington is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges. In addition, many academic departments and schools have received national accreditation from specific agencies.

**Calendar:** Semester system.

**Grading Information System:**

UTA-Issued Grade	Description	Per Semester Hour Grade Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Passing	1
F	Failure	0
I	Incomplete	--
N	Not Valid	--
NF	Failure	0
P	Pass in a Pass/Fail Option	--
Q	Withdrawn - No Penalty	--
R	Research in Progress	--
T	Test Credit	--
W	Withdrawn	--
Z	No Credit	--
Blank	No Grade Reported	--

Prior to the Fall semester of 1972, The University of Texas at Arlington used a 3.0 grading system. Beginning with the Fall semester of 1972, however, the University converted to the 4.0 scale indicated above.

**Repeat of Coursework:** A student may repeat any course except as limited by individual colleges and schools, provided the student's most recently earned grade is below C. Coursework that is illegally repeated is indicated by Repeated: COURSE REPEAT, NOT INCLUDED IN GPA.

**Grade Forgiveness Policy:** Courses which have been forgiven under grade forgiveness have had the impact on GPA of a D or F earned forgiven and not included in the undergraduate cumulative GPA calculation. Forgiven grades will be included in the calculation of GPA for Latin Honors. GRADE FORGIVENESS and any changes to GPA will be noted on the transcript.

**Grade Replacement Policy:** Courses which have been repeated under grade replacement have had the impact on the undergraduate cumulative GPA calculation of the first grade earned replaced by that of the second grade earned. GRADE REPLACEMENT and any changes to GPA will be noted on the transcript.

**Grade Exclusion Policy:** Courses which have been excluded under grade exclusion have had the impact on GPA of the first D or F earned excluded from the undergraduate cumulative GPA calculation. Excluded grades will be included in the calculation of GPA for Latin Honors. GRADE EXCLUSION and any changes to GPA will be noted on the transcript.

**Unreported Grades:** Grades that are not reported to the Office of Admissions, Records and Registration during the grading period appear on the transcript as blank, and will remain blank until a permanent grade is assigned by the teaching faculty and department.

**Incomplete Grades:** Students unable to complete all assigned work in a class in the semester in which it was taken may, at the discretion of the instructor, receive an Incomplete (I) grade. Incomplete courses are indicated by a grade of I with no credit hours earned.

**Course Identification:** Courses at UT Arlington are designated by a combination of letters and four digits. The letters indicate the department, or area within a department, that offers the course. The first digit indicates the level in which the course is usually taken (freshman, sophomore, etc.). The second digit denotes the semester hour credit the course yields. The third and fourth digits distinguish the individual course.

**Academic Standing:** A student is eligible to continue or return unless an academic message to the contrary appears on the transcript. A student is in good academic standing unless a contradictory academic message indicating Warning, Probation, or Dismissal appears on the transcript.

In accordance with the Family Educational Rights and Privacy Act of 1974, this record cannot be released to a third party without the written consent of the student.

University Catalog: <http://catalog.uta.edu/>

Registrar's Website: <https://www.uta.edu/records>

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# State of Florida Department of Education

## EDUCATOR CERTIFICATE

*This Certifies That*

**MELISSA K ALSOBROOKS**

*Has satisfactorily completed all requirements of Florida Statutes and  
State Board of Education Rules for the coverages or endorsements listed below:*

PROFESSIONAL  
PROFESSIONAL  
PROFESSIONAL  
PROFESSIONAL  
PROFESSIONAL

READING  
EXCEPTIONAL STUDENT EDUCATION  
GENERAL SCIENCE  
PREKINDERGARTEN/PRIMARY EDUCATION  
EDUCATIONAL LEADERSHIP  
CHEMISTRY

ENDORSEMENT  
GRADES K-12  
GRADES 5-9  
AGE 3 THROUGH GRADE 3  
ALL LEVELS  
GRADES 6-12

07/01/2016 - 06/30/2026  
07/01/2016 - 06/30/2026  
07/01/2016 - 06/30/2026  
07/01/2016 - 06/30/2026  
07/01/2016 - 06/30/2026  
07/01/2016 - 06/30/2026

Department of Education Number 1050098

Paul O. Burns  
Deputy Chancellor for Educator Quality

1362916

Richard Corcoran  
Commissioner of Education

Issued: June 29, 2021





# State of Florida Department of Education

## EDUCATOR CERTIFICATE

*This Certifies That*

**MELISSA K ALSOBROOKS**

*Has satisfactorily completed all requirements of Florida Statutes and  
State Board of Education Rules for the coverages or endorsements listed below:*

PROFESSIONAL

ENGINEERING AND TECHNOLOGY EDUCATION GRADES 6-12

07/01/2016 - 06/30/2026

Department of Education Number 1050098

Paul O. Burns  
Deputy Chancellor for Educator Quality

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Richard Corcoran  
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