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| MA State Seal | Massachusetts Department of Elementary and Secondary Education | |
| Office of Educator Licensure | Telephone: (781) 338-6600 |
| 75 Pleasant Street, Malden, Massachusetts 02148-4906 | TTY: N.E.T. Relay (800) 439-2370 |

**Educator Licensure Application Change Request:**

**Remove Idle Status**

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| First Name | Last Name | | | | MI | |
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| Mailing Address | | | | | | |
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| MEPID, License, **or** Social Security Number | | Email Address (mandatory) | | | | Phone Number |
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| *I am officially requesting that my following Massachusetts Educator License Application(s) be removed from “Idle” status as I would like to obtain said license(s). I understand that the Licensure Office will review the history of my application(s) and place it/them in one of the following statuses: Not ready, Ready for review or Pending.* | | | | | | |
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| **Field (Content Area)**  ***Ex: Mathematics*** | | | **Grade Level**  ***Ex: 5-8*** | **Type**  ***Ex: Preliminary*** | | |
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| Signature: | | | | Date: | | |
| *Important Notice:*  *If you received an Idle Notification email/correspondence and your application(s) have changed to Idle status; please call the Office of Educator Licensure Call Center at (781)338-6600 for assistance with removing your application(s) out of Idle status.* | | | | | | |
| **Please note:** This document can be uploaded directly into your ELAR account.  For directions on how to upload, please visit [www.mass.gov/ese/licensure](http://www.mass.gov/ese/licensure) and select the How to Use the ELAR Portal link in the left navigational bar. | | | | | | |