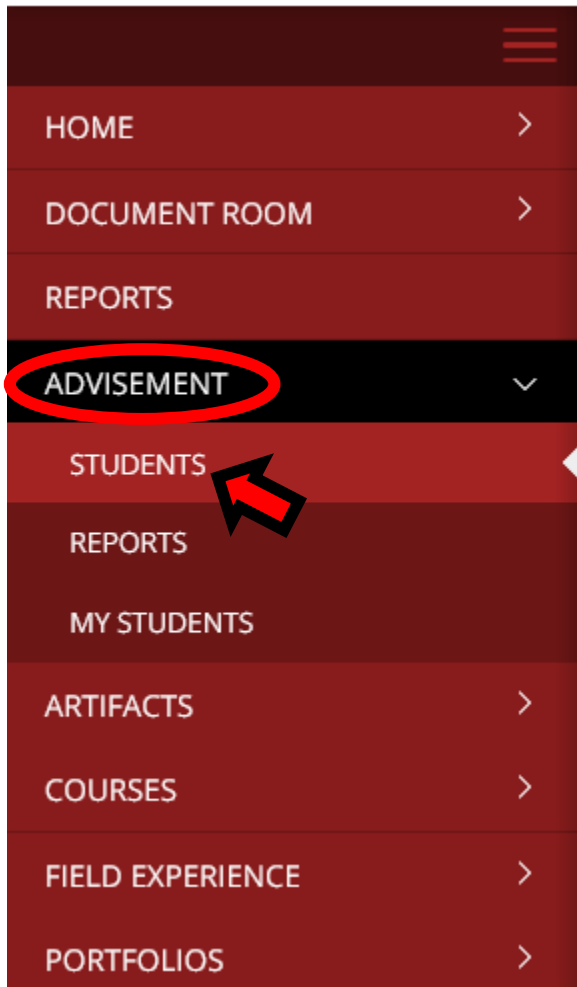


How to Fill out the L4 Form

The L4 is the last Form you will fill out for your students on Tk20. It is an affirmation that everything on the student's portfolio/field experience binder is complete and accurate as you know it. This guide will inform you as to where this form is and how to fill it out.


1. Click on **Advisement** tab in Tk20. Then, click on the **Students** sub tab. This will open a new screen on the right.



3. Search for student by entering their name in the Student box and then clicking the Search button

STUDENTS

SEARCH


STUDENT 

MAJOR

PROGRAM

YEAR

CLASSIFICATION



4. Click on student's name highlighted in blue. This will take you to a new screen.

Name ▲	Major	Program
Tudent, Stuart	Foreign Language-Spanish(BA)	Foreign Language: Spanish

5. Click on the blue Link under "Degree Plan". This will be on the right-hand side of the screen.

Student Majors:

Major	Degree Plan
Foreign Language-Spanish(BA)	Foreign Languages BA

6. The form that is different for every program. Please fill it in to the best of your abilities. Once you are done, click the green **Update** button. This will take you to the previous screen.

By completing and signing this section, you are affirming that your program has tracked this candidate's record of progress, that he or she has successfully completed your licensure program, and you are recommending this candidate for either *Initial or Professional Licensure*

Signature of Program Representative (Typing your name in the text box is considered an electronic signature for this form).

Date of electronic signature and recommendation of completer to Licensure Officer.

 [Cancel](#)

And that's all there is to it!