Hi Jason,

I hope you are enjoying your summer very much!

I’m writing today about the MPA statistics prerequisite requirement.

Our records show that you need to provide evidence of completion of an MPA approved statistics course by September 15th, before joining us in the Fall.

**First, would you email me now to give me basic info on the course you’re taking or have taken:**

1) school;

2) course name (for example: Statistics);

3) course number (for example: Math 148);

3) if it’s an Evergreen course, the CRN;

4) faculty name;

5) quarter/year taken;

Then, depending on where you are taking/took the course, **here’s how to provide proof of completion:**

1. **At Evergreen:** good news: after you’ve provided the above info to me, you’re done! No need to request a separate transcript -- I will check the info you’ve given me in our system.
2. **Every place else**: Request a hard copy of the official transcript from the school to be sent to: Jan Hays, MPA Program Assistant, at: the MPA Program, Mailstop: Lab 1, The Evergreen State College, 2700 Evergreen Pkwy NW Olympia, WA 98505. Note that delays in processing may happen, so it is prudent to request an official transcript as soon as you have completed the course.
3. This info can be found on the MPA Statistics Prerequisite page, which you can link to from the new MPA Application and Requirements page: <http://www.evergreen.edu/mpa/apply.htm> or directly: <http://www.evergreen.edu/mpa/statistics.htm>

Let me know if you have any questions.

See you at Orientation!

All the best,

Randee