Dear PPS Program Candidate,

Congratulations on your acceptance to Alliant's Pupil Personnel Services Program!

As you continue through the program, it is extremely important that you correspond using ***only your Alliant-issued email***. This Alliant email address functions through Microsoft Outlook, not the Alliant Portal or Canvas. If you have not already done so, please download the Outlook app on your phone/tablet/device and log in with your Alliant email address and password. This will ensure that you do not miss important messages from Alliant staff during your time in the program.

**Within this email, you will find important guidance for your program:**

1. **PPS Credential Packet**

This packet will cover everything you need to know about being a candidate enrolled in the PPS Program. Items include a review of PPS Intern Credentials, required documents, important clearance deadlines, and planning for your career as either School Counselor or School Psychologist.

1. **How to Upload Documents via Student Portal**

You will need to upload required documents to your Alliant candidate records. This document will show you how to go about doing this. *Once documents are uploaded, you will need to inform your Credential Analyst.*

1. **Verification of Employment (VOE) Form**

This is an important document required for Internship Fieldwork clearance.

1. **Acknowledgement Form**

This is an important document required for Internship Fieldwork clearance.

1. **Statement of Release**

This is an important document required for the Clear PPS Credential Recommendation.

Please be sure to review all of these important items thoroughly. Should you have any specific questions afterwards, please do not hesitate to reach out to me.

**Mark Your Calendars:**

* Upcoming Clearance Deadline: August 15, 2022
* Documents Required for Clearance: Check out the PPS Program Packet for details
* Credential Department Orientation: Week 4 of your first term – invitation coming soon!

Thank you,