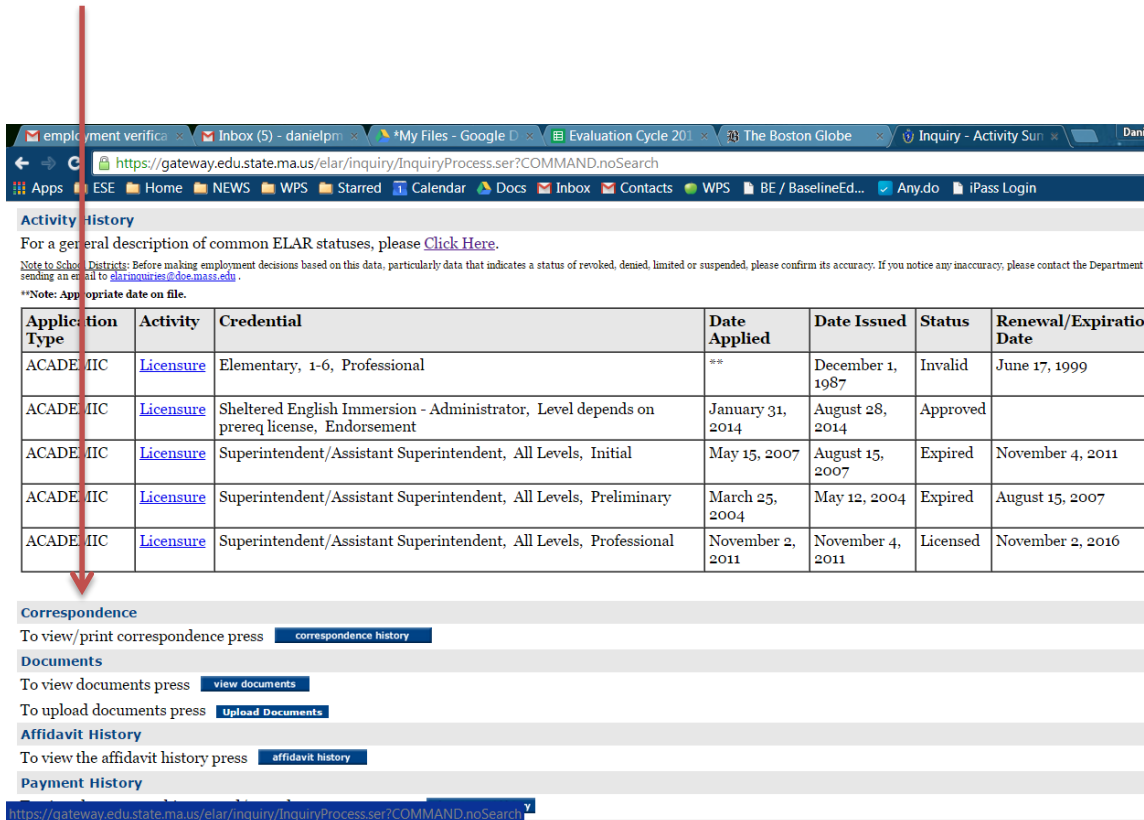


Upload your documents to DESE and seeing DESE Correspondence:

To upload documents, to view documents you think DESE should have on file, and to see correspondence that DESE has sent to you regarding your license follow the following steps:

- (1) Log into ELAR and click on “Check license status and history, make a payment.”
- (2) Scroll to the bottom of the page BELOW where you license status information is located and find the “Correspondence” and “Documents” sections.



The screenshot displays the ELAR system interface. At the top, there is a navigation bar with various application icons. Below this, the main content area is titled "Activity History". A red arrow points from the text above to the "Activity History" section. The "Activity History" section contains a table with the following data:

Application Type	Activity	Credential	Date Applied	Date Issued	Status	Renewal/Expiration Date
ACADEMIC	License	Elementary, 1-6, Professional	**	December 1, 1987	Invalid	June 17, 1999
ACADEMIC	License	Sheltered English Immersion - Administrator, Level depends on prereq license, Endorsement	January 31, 2014	August 28, 2014	Approved	
ACADEMIC	License	Superintendent/Assistant Superintendent, All Levels, Initial	May 15, 2007	August 15, 2007	Expired	November 4, 2011
ACADEMIC	License	Superintendent/Assistant Superintendent, All Levels, Preliminary	March 25, 2004	May 12, 2004	Expired	August 15, 2007
ACADEMIC	License	Superintendent/Assistant Superintendent, All Levels, Professional	November 2, 2011	November 4, 2011	Licensed	November 2, 2016

Below the table, there are several sections: "Correspondence" with a "correspondence history" button, "Documents" with "view documents" and "Upload Documents" buttons, "Affidavit History" with an "affidavit history" button, and "Payment History". At the bottom, the URL <https://gateway.edu.state.ma.us/elar/inquiry/InquiryProcess.ser?COMMAND.noSearch> is visible.