

District Letterhead

August 1, 2020

To Whom It May Concern:

(Insert name of School District) has hired the following individual for the 2020-2021 school year:

Name:

Position:

Note: University Intern credentials include a limited EL authorization (ELAM, ELAS or ELAE).

*Candidates with a University Intern Credential are **not** authorized to teach departmentalized ELD.*

Credential Required:

School Site:

Location:

Grade Teaching:

Principal/Email:

Intern Credential Start Date:

DOJ Date:

FTE:

Name:

Title:

School District: