

District / Agency

Letterhead

Date:

To Whom It May Concern:

(**Insert name of School District**) has hired the following individual for the **2023-2024** school year:

Name:

Job Title/Position:

Grade Teaching:

Subject Teaching:

FTE:

Credential Required:

Note:

- *A single subject credential in PE will **no longer** authorize a new teacher to teach Dance.*
- *A single subject credential in English will **no longer** authorize a new teacher to teach Drama/Theatre.*
- *Candidates are not authorized to teach **departmentalized ELD**. (ELAM, ELAS, ELAE)*

Intern Credential Start Date: *(For First Year Interns)* **OR**

1st day of contract for the 2023-2024 school year: *(For Second Year Interns)*

DOJ Date:

School Site & Address:

Principal/Email:

Site Mentor/Email:

Submitted by:

Name/ Title:

School District: