**DISTRICT LETTERHEAD**

Date

To Whom It May Concern:

The following individual is currently employed by (**insert name of School District**) for the 2024-2025 school year:

Name:

Subject/Grade Teaching:

FTE:

Date of Hire: MM/DD/YYYY

Preliminary/Level I Credential Type: Expiration Date:

Principal/Email:

**Mentor Information**:

Mentor Name:

Clear Credential Type:

Subject/Grade Teaching/Position:

Mentor Matched by:

\_\_\_Credential Type

\_\_\_Grade Level

\_\_\_Content

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District Signature/Name:**

**Title:**