

District / Agency
Letterhead

Date:

To Whom It May Concern:

(Insert name of School District) has hired the following individual for the **2024-2025** 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 2024-2025 school year: (For Second Year Interns)

DOJ Date:

School Site & Address:

Principal/Email:

Site Mentor/Email:

Site Mentor Credential Type:

Submitted by:

Name/ Title:

School District: