



Request for Letter of Authorization Provo City School District

Name _____ For School Year _____

Teacher's Name _____ CACTUS or SSN _____

Teaching requested outside of endorsement? _____

Mark / Complete all that apply:

- I have submitted all required paperwork to the USOE for a state approved Endorsement plan in _____ and I am waiting for them to process and post my endorsement.
- I have submitted all required paperwork to the USOE for a State Approved Endorsement Plan (SAEP) in _____. I am waiting for them to process and post my SAEP. [I verify that I have at least nine (9) semester hours on my university transcripts in the SAEP's content area.]
- I do not have the nine (9) semester hours on my university transcript in the SAEP's content area qualifying me for an SAEP. I am requesting a one-year letter of authorization while I complete the required coursework to qualify for an SAEP or for the endorsement.
- I graduated from _____ University on _____. I am waiting for them to recommend me to the USOE for licensure. I have contacted the university and have attached a letter stating that I have met all requirements and will be recommended for licensure. I am requesting the Letter of Authorization while this process is completed.
- I have an out-of-state license and have, or are in the process of, submitting all required paperwork for licensure I have attached a copy of my out of state license and PRAXIS registration confirmation. I am requesting a Letter of Authorization while I complete the licensure process.
- I am in ATP – Alternative Teacher Preparation Program through _____ University. I have attached their letter stating that I am enrolled in the program and I am requesting a one-year Letter of Authorization while I complete the required coursework to qualify for licensure.
- I allowed my Utah Teaching License to lapse and I am currently in the process of taking professional development courses to earn enough points for licensure. I am requesting a One-Year Letter of Authorization while I complete the required coursework to qualify for licensure.
- Other _____
_____ I am requesting a Letter of Authorization while I complete requirements for licensure.

List Courses needed to complete your endorsement(s) and/or license

Courses Needed	University or In-service Classes	1 st Year	2 nd Year	3 rd Year	Projected Date of Completion

Endorsement and/or License will be completed by: _____
Date

Principal's justification for this request: List all efforts made to employ a properly endorsed teacher for this position. _____

I understand my employment in Provo School District is contingent upon acquiring appropriate USOE license / endorsement.

Teacher's Signature Date Principal's Signature Date