

REQUEST FOR "LETTER OF AUTHORIZATION" AND AGREEMENT

(To continue teaching in this subject area, check the appropriate boxes, complete this form in its entirety, and return completed form to Jordan School District Teacher Recruitment Center.)

Name _____ Date _____

CACTUS ID or Soc. No. _____ School _____

Subject(s) you are teaching outside of your endorsed area. _____

- I have submitted all required paperwork to the USBE for an endorsement in _____ I am waiting for USBE to process and post my endorsement.
- I have submitted all required paperwork to the USBE for a State Approved Endorsement Plan (SAEP) in _____ I am waiting for USBE 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 required nine (9) semester hours on my university transcripts 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 _____, _____, and I am waiting for them to recommend me to the USBE for licensure. I have contacted my university and have attached their letter stating that I have met all requirements and will be recommended for licensure. I am requesting a **Letter of Authorization** while this recommendation process is completed.
- I have an out-of-state license and have, or I am in the process of, submitting all required paperwork for licensure. I have also 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 the 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.

Courses listed below are needed to complete my endorsement(s) and/or license and will be completed by _____ (date):

Courses Needed	University or Inservice Classes	1 st Year	2 nd Year	3 rd Year	Projected date of Completion

PRINCIPAL'S JUSTIFICATION FOR REQUEST: List efforts made to employ a properly endorsed teacher for this position.

Principal's Signature

EMPLOYEE'S UNDERSTANDING AND AGREEMENT: A Letter of Authorization (LOA) is for those educators who have not completed the licensing requirements for areas of concentration or endorsements in subjects/areas for which they teach. An LOA is valid for one year only and educators may be approved for no more than three LOA's throughout their employment in Utah schools (State Board Rule R277-502-2). If the Human Resource Department does not receive license renewal or endorsement(s) update verification in CACTUS by June 30, 2020, your employment with JSD may be non-renewed and your contract will end on the last contracted day of the 2019-20 school year. I understand that my continued employment is contingent upon LOA approval by the Utah State Board of Education (USBE).

Teacher's Signature