

**Charter School Issue Request Form  
For An Initial Florida Educator's Certificate  
Polk County, Florida  
School Year 2013 - 2014**

Please submit completed form to: **Polk County Public Schools  
Attn: Certification Department  
P O Box 391  
Bartow, FL 33831**

**THE FOLLOWING INFORMATION IS REQUIRED BY THE  
DISTRICT CERTIFICATION DEPARTMENT:**

Name of School: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ SAP # \_\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ ZIP: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Teaching Assignment: \_\_\_\_\_

Is the teacher legally authorized to work in the United States?     Yes     No  
(If *No* is checked, please attach a signed photocopy of the I-9 form.)

\_\_\_\_\_ I have attached a copy of the teacher's Statement of Eligibility that shows he/she is eligible for certification.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Charter School Principal/Director

**Additional Issue Request Information:**

- If the teacher does not have an SAP number: Please send a PAF to hire the teacher at your school to the attention of Rita Fawcett, HRS, Route E.
- If the teacher does not have a Statement of Eligibility and has not applied for his/her certification: Please have the teacher apply directly to the Department of Education at <https://certify.fldoe.org>
- If the teacher's fingerprint clearance is prior to 7/1/09: Please have the teacher contact Nina Owens in Support Services at 534-0414 to arrange an appointment to be printed.
  - The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.
  - To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513.
  - If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-0781.
  - If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.