

**Charter School Issue Request Form
For An Initial Florida Educator's Certificate
Polk County, Florida
School Year 2010 -2011**

Please submit completed form to: **District Certification Dept., Route E**

**TO REQUEST ISSUANCE OF A TEACHER'S CERTIFICATE BY THE
DISTRICT CERTIFICATION DEPARTMENT, THE FOLLOWING
INFORMATION IS REQUIRED:**

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.

Signature of Charter School Principal/Director Date: _____

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 7/1/07: Please have the teacher contact Nina Owens in Support Services at 534-0414 to arrange an appointment to be printed.

- *The Polk County Public School System is an equal opportunity employer. Discrimination on the basis of race, color, sex, age, religion, national origin, disability or veteran's status is prohibited.*
- *If you require any type of accommodation to complete the employment process due to a disability, please call (863)534-0689.*
- *Please address equity concerns to Patricia Hunter, Senior Coordinator, Equity and Compliance, (863)534-0513.*

