

PARENT NOTIFICATION INFORMATION REQUESTED: (Please complete prior to request for letter.)

Campus Name: _____ Requestor: _____ Date: _____

Question	Answer	Notes/Explanation <i>(For Information Only—do not write/edit this column)</i>
Teacher Number		Elementary - the 3 digit control number Secondary - the 3 digit teacher number in the Master Schedule
Name of teacher who is on leave (if applicable)		This will be probably be teacher of record for Short Term Sub and for Full Time, Lacking Certification
Name of substitute		We print this name on the Long Term Sub letter. It is also used for our records for Short Term Sub.
Letter Type		<p>There are 3 different type letters printed, depending on the situation:</p> <p>Short Term Substitute Letter – a teacher leaves for maternity, sick, etc. and will be returning to the classroom during this current school year</p> <p>Long Term Substitute for Open/Vacant Position – a teacher resigns, is fired, dies, etc. and will not be returning to the classroom during the current school year. There will be a certified teacher hired.</p> <p>Full Time, Lacking Certification – a teacher is hired who is certified in part of the subjects, but not all and is working toward certification in those lacking. The position is not open, you are not trying to hire a different teacher.</p> <p>If you are not sure which letter you need, please contact Federal & State Programs.</p>
<p>What date will you need to pick the letters up?</p> <p><i>Allow at least 2 business days for processing. You will be notified via email when letters are ready.</i></p>		For example, 09/26/12
<p>What date do you want to be printed on the letter? (not required)</p>		If no date is specified, the date the letters are printed will be the date on the letters. Selecting a future date could be useful if you want to order the letters several days early which is preferable, but will not send them out until the 20 th day. For instance you order the letters for Sept 28, but you want Oct 5 printed on the letter.