

**Charter School Issue Request Form  
For An Initial Florida Educator's Certificate  
Polk County, Florida  
School Year 2008 -2009**

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.*

