**Sample Verification Letter for an Administrative License**

**District Letterhead Logo**

Date

Wright State University

CEHS Student Services

378 Allyn Hall

3640 Colonel Glenn Hwy

Dayton OH 45434-0001

To Whom It May Concern:

Please accept this correspondence as verification that John Doe has been employed as a full time teacher/administrator under a provisional/professional teaching/Principal credential in our district as follows: **\*see note below**

 Year(s) Grade Level

1996-1997 Grade 1

1997-2000 Grade 3

2000-2005 Grade 6

Sincerely,

Jane Smith

Human Resources Manager

\*note regarding employment documentation:

* **Principal**: document two years teaching under a provisional or professional teaching license at the age levels for which the principal license is sought.
* **Curriculum Instruction and Professional Development**: document two years teaching under a professional teaching or Pupil Services license.
* **Superintendent**: document three years working under a Principal or Administrative Specialist license**.**

Sample letter 02015/shared