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

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996-1997</td>
<td>Grade 1</td>
</tr>
<tr>
<td>1997-2000</td>
<td>Grade 3</td>
</tr>
<tr>
<td>2000-2005</td>
<td>Grade 6</td>
</tr>
</tbody>
</table>

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.