

LETTER OF INTENT TO HIRE FROM EMPLOYER

DATE: _____

TO: School of Education
 Credential Advisor
 California State University, Chico
 Chico, CA 95929-0222



SUBJECT: Intent to Hire Paid Intern Teacher

This letter verifies that this district intends to hire a Paid Intern.

Paid Intern name: _____ Student Id: _____

School site assigned: _____

*Assigned school site administrator: _____

Email: _____

Position FTE

Credential sought: Education Specialist: Mild/Moderate Moderate/Severe

Multiple Subject

Self-contained classroom: Grade level(s): _____

Beginning date: _____ Ending date: _____

(Note: Ending date cannot be after the term in which the Paid Intern will complete the credential program.)

The school district/COE and the University will collaborate in the support and performance assessment of the Paid Intern. The Paid Intern and the hiring school district/COE have verified fulfillment of the following Commission on Teacher Credentialing requirements for an Internship Credential, as outlined in the **Paid Internship Agreement**. This form can be reviewed at this link <https://www.csuchico.edu/soe/more/internship-information.shtml> under Required Documents/Forms. Please be aware of the internship fee listed under *District and/or School Administrator Responsibilities*. The school district/COE must have an active Paid Internship Agreement with the University prior to Internship start date.

Hiring Information

Name of school district/COE hiring Intern: _____

Mailing address: _____

County: _____

Authorized hiring administrator name and title (if different than above)*: _____

Email of hiring administrator (if different than above)*: _____

Sincerely,

Superintendent/Human Resources/Personnel Director Print Name: _____

Phone: _____ Email: _____

Please email this form directly to the Credential Advisor click [here](#) for their email <https://www.csuchico.edu/soe/advising/index.shtml>

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