

LETTER OF INTENT TO HIRE FROM DISTRICT

Letter must be prepared on district letterhead. Letters that are not original or do not follow this template, will not be accepted.

DATE: _____

TO: Dr. Rebecca Justeson, Director
School of Education
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: _____

School site: _____ CDS code: _____

County: _____ Position full-time or percent of full-time: _____

Credential sought: Education Specialist Multiple Subject Single Subject

Subject(s)/Specialization(s): _____ or 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 District and the University will collaborate in the support and performance assessment of the Paid Intern. The Paid Intern and the hiring school district have verified fulfillment of the following Commission on Teacher Credentialing requirements for an Intern Credential, as outlined in the [Paid Internship Agreement](#).

School Site Information

Legal Name of School Site:
Authorized School site Administrator Name and Title:
Street Address
City, State, Zip

Sincerely,

Human Resources/Personnel Director Signature _____

Human Resources/Personnel Director Name _____

Phone: _____ Email: _____