

MEMORANDUM

TO: Certified Staff
FROM: Wendy Plaza, Payroll Clerk
RE: Initial Date of Certification

In 1994 the legislature passed a bill that changed the funding formula for school districts. One of the changes in that bill was the requirement to report to the State Department of Education the “initial certification” for every certified employee. The date of initial certification means the date that you received your first teaching credential, regardless of the state it was issued in. This also includes any emergency credential that was issued while pursuing your certification (with no lapse between the emergency credential and full certification).

The funding formula regulates that no additional credits can be counted until **AFTER** the date of initial certification and the date of the Bachelor’s degree. Please complete the blanks provided below to verify that the required information reported to the State Department of Education is accurate. Return this form to the Fruitland School District office, to the attention of Wendy Plaza. You can fax it to (208) 452-6430 or mail it to P.O. Box A, Fruitland, ID 83619.

This form must be received in order to prepare your contract.

Name (Please print)_____

Initial Certification Date (Month and Year)_____

State Issuing Initial Certificate_____

Signature_____

Date_____