

# CONTINUING TEMPORARY APPROVAL FOR TEACHER REQUEST FORM

**Note:** Documentation that supports the following statements must be maintained in this candidate's file for audit purposes. The employing school district and intermediate school district retains all responsibilities related to the accuracy of this request.

Candidate's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Birth Year: \_\_\_\_\_

ISD Name: \_\_\_\_\_ LEA Name: \_\_\_\_\_

Program Category: \_\_\_\_\_ University/College: \_\_\_\_\_

Grades Assigned: K-12 \_\_\_\_\_ Early Childhood Special Education \_\_\_\_\_

Effective Date: Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

**YES NO**

\_\_\_\_\_ 1. This candidate holds a valid Michigan teaching certificate. (attach copy)

\_\_\_\_\_ 2. This candidate continues to be employed in the same category and level of assignment as employed and approved in the previous school year. A copy of the previous school year approval is on file. (attach copy)

\_\_\_\_\_ \*3. The ISD has received a copy of the University/College form PV indicating that this candidate has completed at least 6 semester hours of coursework towards full endorsement or approval in the appropriate program category and level as required by the assignment shown above, between September 1 of the previous school year and August 31 of the current school year; or form PV indicates that this candidate did not complete the required hours, did the University/College state that applicable coursework was **not available**. Indicate "yes" if all requirements for continuing approval have been met.

Indicate "no" if the required coursework hours were not completed and Applicable coursework was available. A copy of this request, along with documentation that clearly demonstrates circumstances that were beyond the candidate's control, must be submitted to the MDE, Office of Special Education and Early Intervention Services for consideration. The computerized process will not accept this request.

\_\_\_\_\_ 4. Personnel signatures by the employer and ISD.

\*Candidates must take a minimum 6 semester or equivalent hours between September 1 and August 31 of the previous school year in order to receive a continuing temporary approval.

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**PERSONNEL SIGNATURES:**

\_\_\_\_\_  
LEA/Employer Signature Date

\_\_\_\_\_  
ISD Superintendent/Designee Signature Date

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Return to: \_\_\_\_\_

cc: Intermediate School District

(ISD Contact) \_\_\_\_\_

School District

\_\_\_\_\_

Candidate

Telephone #: \_\_\_\_\_

University/College (if applicable)

Email: \_\_\_\_\_