



☪ Verify Eligibility Only

### Human Resource Services

# Request to Process or Eligibility

- |  |
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| <b>Request to Process:</b>                   |
| ☪ Long-Term Emergency<br>"Teacher of Record" |
| ☪ Board Resolution                           |
| ☪ Waiver                                     |

**TO:** Credential Technician

**FROM:** Human Resource Director \_\_\_\_\_

**DATE:**

SSN: \_\_\_\_\_

START DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

POSITION/FTE: \_\_\_\_\_

GRADE/SUBJECT: \_\_\_\_\_

NV/POS #: \_\_\_\_\_

FFD: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

(For Credential Technician Only)

REQUIREMENT(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATUS:

**VERIFICATION COMPLETED - PROCEED WITH OFFER OF EMPLOYMENT**

NTIAL: \_\_\_\_\_ VALID APPROX. \_\_\_\_\_ T