



# Charter School Pre-Clearance for Instructional Applicants or Title I Paraprofessionals

**Charter School Administrator:** Complete this form, attach and email to assigned certification analyst. Include transcripts and evidence of the Paraprofessional Exam. **Do not send** form PBSB 2177, *Charter School Authorization for Employment, Contract Services, Board Member, Vendor*, until after you receive this form with "Yes" circled.

## 1. Applicant Information

|  |            |                      |           |
|--|------------|----------------------|-----------|
| Employee ID #                              | First Name | M.I.                 | Last Name |
| Last 4 digits Social Security # (optional) | Hire Date  | Dept. of Education # |           |

## 2. School Information

|                       |                                       |                |  |
|-----------------------|---------------------------------------|----------------|--|
| School #              | School Name                           |                |  |
| Administrator Phone # | Name of Administrator Completing Form | Date Completed |  |

Subject(s)/Grade Level(s) Assigned: \_\_\_\_\_

If ESE, provide course code numbers: \_\_\_\_\_

If ESE, specify teacher of record or support facilitator: \_\_\_\_\_

**FOR DISTRICT USE ONLY**

**DO NOT WRITE BELOW THIS LINE**

## District Certification Action

|     |           |
|-----|-----------|
| YES | Comments: |
| NO  | Comments: |

\_\_\_\_\_  
Certification Analyst Signature

\_\_\_\_\_  
Date