



Verify Eligibility Only

## Human Resource Services

# Request to Process or Eligibility

**Request to Process:**

- Long-Term Emergency "Teacher of Record"
- Board Resolution
- Waiver

**TO:** Credential Technician

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

**DATE:** \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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**

PROCESSING CREDENTIAL: \_\_\_\_\_ VALID APPROX. \_\_\_\_\_ TO \_\_\_\_\_

**REQUIREMENTS NOT MET - UNABLE TO OFFER EMPLOYMENT**

CREDENTIAL TECHNICIAN: \_\_\_\_\_

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

01/29/05, Rev. A PSL-F069