

AUTHORIZATION TO EMPLOY FOR PRIVATE SCHOOLS
UTAH STATE BOARD OF EDUCATION (USBE)

1. Complete this application

SCHOOL DATA

School Name	Principal	Date

REQUEST AUTHORIZATION FOR

Last Name	First	CACTUS ID

License(s) Held	Years of Teaching Experience

License Area Required – Elementary, Secondary, Special Education, School Counselor, etc.

License Endorsement Required – English, History, ESL, Reading, etc.

Degrees Held	Institution	Year Granted

Deficiency (**must be filled out**):

Justification for Request (**must be filled out**):

Plans for becoming fully licensed (**must be filled out**):

I request that an authorization be granted to employ the above-described person in the assignment(s) listed. The conditions prescribed by USBE will be complied with or we understand the authorization becomes void.

Director/Principal Signature

2. **Fingerprints:** The educator must have a valid USBE background clearance. To begin the educators must go to *Educator Licensing Online* (<https://secure.utah.gov/elr/welcome.html>).

3. Submit all documents by November 15, 2019 to: Kristin.campbell@schools.utah.gov