

**CHARTER/CONTRACTED SCHOOL TEACHING CERTIFICATE REQUEST  
Leon County Schools**

Submit this form to the LCS Charter School Office for submission to the LCS HR Department. To claim FTE for your students, students must be scheduled with certified teachers. The certificate must be issued by FLDOE by date-certain of the FTE week for which FTE is to be claimed. Staff hired with Official Statements of Status of Eligibility or individuals having no teaching certificates, such as those with substitute certificates only, are not eligible to earn FTE and should be excluded from each FTE Survey.

**DATE:** \_\_\_\_\_  
**TO:** Charter School Office/Leon County Schools  
**FROM:** \_\_\_\_\_ / \_\_\_\_\_  
Charter School Contact Name Title

**INFORMATION REQUIRED FOR CERTIFICATE REQUEST**

\_\_\_\_\_  
**Name to Be Placed on Certificate** Social Security #

\_\_\_\_\_  
**Street Address** City State Zip

\_\_\_\_\_  
**Subject Area (s) Requesting** School Year

\_\_\_\_\_  
**Start Date of Teaching Position** Subject Area(s) Assigned to Teach

\_\_\_\_\_  
**Grade Level(s) Assigned to Teach** Date Fingerprinted By LCS

\_\_\_\_\_  
**Signature of School Administrator** Date

\_\_\_\_\_  
**LCS Charter Office Signature** Date

- **Attach copy of FLDOE Statement of Status of Eligibility before submitting.**
- **Attach copy of your board minutes showing approval to teach out of field for current year if teacher is assigned to teach out of field before submitting.**