

MEMORANDUM

Date

TO: M-DCPS INSTRUCTIONAL CERTIFICATION OFFICE

FROM: _____
School Name Work Location Number

SUBJECT: INTENT TO HIRE OR ASSIGN AN ASSISTANT COACH (APPLICANT MUST BE CURRENT NON-INSTRUCTIONAL EMPLOYEE OR TEMPORARY INSTRUCTOR – 9971)

This is to inform your office of our intent to hire or assign the following applicant as an assistant coach. This applicant is NOT currently employed as a teacher with Miami-Dade County Public Schools.

APPLICANT'S PERSONAL INFORMATION	
Name:	Employee #:
Address:	Telephone #:
EMPLOYMENT STATUS	
<input type="checkbox"/> Currently employed with Miami-Dade County Public Schools as a _____ at _____	
FINGERPRINT STATUS	
Has been fingerprinted by Miami-Dade County Public Schools on _____ Date Re-fingerprinting is required if fingerprinting date is more than one year old.	
SCHOOL YEAR REQUESTED	
The school year requested for this certificate is July 1, _____ to June 30, _____. NOTE: The school must cover the dates of employment.	

Additionally, please find the following documents attached to this form:

_____ Completed application to Florida Educator's Certificate with a money order for \$75.00.

Name of Principal Signature of Principal Date