



**Certificate Deactivation
TEA Notification
Letter Template #1**

EPP letterhead

Notice/Letter Date:

RE: Deactivation of an Intern or Probationary (**choose one**) Certificate

This is a request to change an intern or probationary (**choose one**) certificate to inactive status due to (**choose one and delete others**: assignment issue, medical, military, nonrenewed, program release, program withdrawal, resigned, terminated). The certificate will be moved to inactive status 30 days from the effective date indicated below.

Educator's Name:

TEA ID Number:

Type of certificate (intern/probationary):

Effective Date (last day in the classroom with students):

Name of Employing School District/System:

Reason for Deactivation: (Choose one: assignment issue, medical, military, nonrenewed, program release, program withdrawal, resigned, terminated)

Candidate's EPP Status:

Sincerely,

Signature
Name
Title