



**Certificate Deactivation  
TEA Notification  
Letter Template #2**

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

**CC:**  
**Candidate Name**  
**Employing School District/System**