



**Certificate Deactivation  
TEA Notification  
Letter Template**

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**: resigned, non-renewed, terminated, program release, program withdrawal, late hire which failed to meet pre-internship requirements, or assignment issue). I understand the certificate will be moved to inactive status 30 days from the effective date indicated below.

**Educator Candidate's Name:**

**TEA ID Number:**

**Type of certificate (intern/probationary):**

**Effective Date (last day in the assignment):**

**Name of Employing School District/System:**

**Reason for Deactivation: (Choose one:** resigned, non-renewed, terminated, program release, program withdrawal, late hire which failed to meet pre-internship requirements, or assignment issue)

**Educator Candidate's EPP Status:**

Sincerely,

Signature  
Name  
Title

For Educator Preparation Program Use Only