



Certificate Deactivation Letter with cc'ed notice Example

EPP Logo/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

CC:

Educator Candidate Name

Employing District