**Do not draft your own letter from scratch** – use the letter template provided.

The letter serves three purposes:

* to inform the administration of the applicant’s intentions and obligations,
* to serve as evidence substantiating that the endorsement area pursued is indeed a unique local shortage area for the school/district, and
* to demonstrate to the application review committee that the applicant does indeed have the administrative support necessary to be successful

As part of this letter, you will need to describe your school/district’s unique local shortage situation in the area you are pursuing, as well as how you will help fulfill this need upon completing your endorsement. Applicants should make a compelling case that the endorsement area they are pursuing is indeed a shortage area for their school/district.

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| **Examples:**   * Number of positions unfilled vs total positions * Number of positions filled by teachers with conditional scholarships/or teaching outside of their area * Why the positions have been hard to fill * Recent trend in growth (and/or growth anticipated in the near future), indicating a need for more teachers in the endorsement area | * Recent trend in teacher turnover (and/or turnover anticipated in the near future) * Strategic planning, recruitment, and/or professional development goals around recruiting, retaining, and/or developing staff’s skills in the endorsement area * Other statistics or descriptive information indicating a unique local shortage in the endorsement area |

**Selecting an Administrator**

* An Administrator should be someone who works in an official administrative role at your school or district (e.g., superintendent, principal, HR, instructional administrator)
  + For individuals with elementary certificates who are not currently employed as elementary teachers, please reach out to an administrator at the school/district where you intend to apply. If you are unable to obtain an administrator’s signature, you may submit the letter without one; depending upon your individual circumstances, PESB may sign off in lieu of an administrator.
* Plays a significant role in school/district staffing and professional development (ideally, they work with you on your professional development plan)
* Supportive of your professional development goals
* Capable of making the affirmations for which they must sign at the end of the letter

Dear Administrator,

This letter informs you that Applicant is applying for financial support for a unique local shortage endorsement in your district. This will help cover the educational expenses associated with adding an endorsement in Endorsement Area.

***Applicant’s description of school/district unique local shortage situation in endorsement area pursued:***

***Applicant’s intentions:***

***District statement of support:***

By signing this letter, the administrator affirms that:

* They are the appropriate person to be signing (i.e., an administrator who plays a significant role in district/school staffing and professional development),
* They have been informed about the applicant’s intentions, and all other parties in their school district who should be aware of this applicant’s professional development plan have been informed,
* The endorsement area is indeed a unique local shortage area for the school/district, and the applicant’s above description of the shortage situation is accurate.

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| Administrator (Printed Name) |  | Signature |  | Date |
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| Administrator Title |  |  |  |  |
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|  |  |  |  |  |
| Participant (Printed Name) |  | Signature |  | Date |