Valparaiso University

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THE GRADUATE SCHOOL
Kretzmann Hall, Suite #114
1700 Chapel Drive
Valparaiso, Indiana 46383

Principal/Superintendent Employment Verification

If you have not taken a PLS course through Valparaiso University within the past TWO YEARS and are *currently employed in the teaching profession*, use this form letter, completed by your superintendent or principal, to verify your current professional status. (Turn this form into your instructor on the first day of class along with a copy of your most current teaching license.)

_____is a teacher in good standing at
TEACHERS NAME

_____school located in
SCHOOL NAME

_____.
CITY, STATE

I recommend this teacher for graduate coursework at Valparaiso University without hesitation.

_____
PRINCIPAL/SUPERINTENDENT SIGNATURE DATE

_____
PRINCIPAL/SUPERINTENDENT PRINTED NAME POSITION

_____
SCHOOL ADDRESS CITY, STATE, ZIP

_____
SCHOOL PHONE