



OFFICE OF THE STATE
SUPERINTENDENT OF EDUCATION



Employment Verification and Letter of Recommendation School Year 2024-25

School Leader Information – To be completed by the Principal, Head of School, etc.

Name: _____

Title: _____

Email: _____

Employment Verification

The Office of the State Superintendent of Education (OSSE) Apprenticeship in Teaching is a rigorous program for paraprofessionals to earn a no-cost bachelor's degree in education while engaging in on-the-job learning under the guidance of a mentor teacher. To participate, individuals must be currently employed at a DC Public Schools (DCPS) school or DC public charter school as a paraprofessional (teacher's aide, education aide, etc.). If selected, the individual would participate in a program that will lead to an OSSE Standard Credential in either Early Childhood, Elementary, or Special Education, and would require placement with a mentor teacher that aligns with the pursued credentialing subject area.

Employee Name: _____

Employee Title: _____

Start Date of Employment: _____

School Name (include campus): _____

Assigned Grade(s): _____

School Day Hours (required start and end times): _____

Hourly Rate: _____

Letter of Recommendation and Commitment to Partnership

This letter of recommendation demonstrates your support in the above-named employee's pursuit of becoming an excellent educator. With this letter, you are also agreeing to consider any future applications that you may receive from this educator for future employment as a teacher, upon their successful completion of all program requirements and attainment of all necessary credentials. OSSE will

provide technical assistance to all school leaders before the start of the 2024-25 school year to support implementation.

Why are you recommending this employee for the OSSE Apprenticeship in Teaching program? Please include any strengths, highlights from performance reviews, or additional information about their commitment to serving students in your school community. Is there anything OSSE should be aware of as we consider this individual's application?

I _____, support _____ to enroll in the OSSE Apprenticeship in Teaching during the 2024-25 school year and commit to supporting their career development to enable them to become an excellent teacher in the District.

School Leader Signature _____

Date: _____