

La Joya Independent School District  
Office of Human Resources  
Teacher Recommendation Form

I recommend \_\_\_\_\_ SS# \_\_\_\_\_

for the following position/assignment at \_\_\_\_\_ Campus/Dept.

**Grade Level:** \_\_\_\_\_ **Assignment:** \_\_\_\_\_

This is an \_\_\_\_\_ approved new position \_\_\_\_\_ replacement for \_\_\_\_\_  
(Name required)

Mentor Teacher Name \_\_\_\_\_ (required for all 1<sup>st</sup> year teachers)

Grade Level: \_\_\_\_\_ Assignment: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature                      Print Administrator's Name                      Title                      Date

\_\_\_\_\_  
\*\*Administrator's Signature                      Print Administrator's Name                      Title                      Date  
\*\* for Special Program Funded Positions

**Office of Human Resources Use Only**

CCH Verification  Approved  Disapproved  Failure to Disclose \_\_\_\_\_  
Internal Affairs Signature                      Date

CCH Verification  Approved  Disapproved \_\_\_\_\_  
Administrators' Signature                      Date

**Certification Status**

State Certificate	1 Year Certificate	Highly Qualified Status	Exam Passed
<input type="checkbox"/> Standard	<input type="checkbox"/> Out of State	<input type="checkbox"/> Passed Content (PreK-6)	<input type="checkbox"/> TEXES
<input type="checkbox"/> Provisional/Professional	<input type="checkbox"/> Out of Country	<input type="checkbox"/> Passed Content (7 <sup>th</sup> -12 <sup>th</sup> )	<input type="checkbox"/> EXCET
<input type="checkbox"/> ACP		<input type="checkbox"/> 24 + hours	<input type="checkbox"/> Other

**Salary & Contract Information**

Current Employee \_\_\_\_\_  Returning Employee \_\_\_\_\_  New Employee

Starting Date: \_\_\_\_\_  Term Contract  Probationary Contract  Addendum

No. of Days: \_\_\_\_\_ Daily Rate: \$ \_\_\_\_\_ Salary \$ \_\_\_\_\_ No. of Years \_\_\_\_\_

\_\_\_\_\_  
Coordinator's Signature                      Date                      Recommended for board approval                      Date