Name of School System: _________________________________________________________
Address: ______________________________________________________________________
Name & Title of Person Submitting Request: _______________________________________
____________________________________________________________________________
____________________________________________________________________________
Phone: ___________________ Fax: ___________________ Email: _______________________
Name of individual you are seeking to employ: ______________________________________
Description of Teaching Position: ________________________________________________
X Indicate ____ Full-time  ____ Part-time
__________________________________________ Date: ________________________
(Superintendent or Authorized Representative*)

Rule 21 requires the Superintendent of Schools or the Governing Body of the school system in which the applicant intends to teach to provide a written request for issuance of the Transitional Teaching Permit. The request must include documentation that the school system or governing body has not found a qualified and certified teacher for the position. A school system may consider academic credentials and professional dispositions of the applicant(s) when describing efforts to hire a qualified and certified teacher.

Please write your response to the following questions, describing your efforts to hire a qualified and certified teacher for the position and provide a statement as to the results of your efforts. Additional information may be attached, if necessary.

- Briefly describe your advertising efforts (newspaper, nebraskaeducationjobs.com posting, etc.). What were the results? ________________________________________________________________
  __________________________________________________________________________
  __________________________________________________________________________

- Number of qualified and certified applicant(s). _________________________________

- Was the position offered to any qualified and certified applicant(s) who refused the offer?
  If yes, describe the reason. ____________________________________________________
  __________________________________________________________________________
  __________________________________________________________________________

- If the position was not offered to a qualified and certified applicant(s), please explain.
  __________________________________________________________________________
  __________________________________________________________________________

*If employed in a nonpublic school, the signature of the area or diocesan superintendent is required.