



Retooling Application Checklist

All application items must be submitted by
May 1, 2021

SIX-STEP APPLICATION CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> CONNECTION WITH DISTRICT | <input type="checkbox"/> REFERENCES |
| <input type="checkbox"/> COMMUNICATE WITH DISTRICT | <input type="checkbox"/> LETTER OF SUPPORT FROM DISTRICT |
| <input type="checkbox"/> UNOFFICIAL TRANSCRIPTS | <input type="checkbox"/> ONLINE ESD-U APPLICATION |

SIX-STEP APPLICATION CHECKLIST: CLARIFICATIONS & INSTRUCTIONS

Applications will be reviewed on a monthly basis and you will be contacted by ESD-U staff for next steps.

CONNECTION WITH DISTRICT: If you are not yet connected to a school, district or other learning institution, we recommend applying for open positions. The ESD-U program is designed for individuals who are already working or volunteering within a school/classroom system. If you interview for positions, you should indicate your intent to apply for the program. ESD-U does not take an active role in placing applicants who are not yet connected.

DISCUSS WITH DISTRICT: If you are employed with a district, communicate with your **building supervisor and your district HR department** regarding your intent to apply for the ESD-U program. Share the **ESD-U Info Sheet for HR & Administrators** (located on the [ESD-U website](#)) with them.

UNOFFICIAL TRANSCRIPTS: For highest completed degree from an accredited institution.

- Unofficial transcripts should be uploaded as an attachment to the online ESD-U application.
- If you have multiple degrees, the highest completed degree transcript should reference other completed degrees. If it does not, provide unofficial transcripts for other completed degrees.
- ESD-U does not have access to transcripts in district HR records.

REFERENCES: Three (3) individuals that we may contact for references who are familiar with your skills and knowledge. We contact references on an 'as needed' basis, and we may not contact all references.

- **One** (1) of the three (3) references must be your current administrator or supervisor.
- Include these individuals in the 'Reference' section of the online ESD-U application.

LETTER OF SUPPORT: Refer to the **Template ESD-U Letter of Support** and the **ESD-U Info Sheet for HR & Administrators** located on the [ESD-U website](#).

- If **currently working** in a school, district, or other institution of learning, provide a **letter of support** from your school district administrator or supervisor verifying your good standing and providing assurances that **they are willing and able to provide appropriate access to instructional opportunities** during your required field experience if employed during the upcoming school year.
- If **not** currently working in a school, district, or other institution of learning, provide a **letter of reference** from a supervisor or employer that includes information about your skills, experience, and commitment to working with children and youth.
 - **IMPORTANT!** You will need to provide a **letter of support before program begins** from a school, district, or other learning institution, that indicates **they are willing and able to provide appropriate access to instructional opportunities** during your required field experience through a voluntary role or employment during the upcoming school year.
- Letter of support should be uploaded as an attachment to the online ESD-U application, or the administrator can send the letter directly to the Program Specialist, alissa.jolly@esd112.org.

ONLINE ESD-U APPLICATION: Submit the online ESD-U application using the **ESD 112 NEOGOV** application system. You will need to create a free NEOGOV account. Links are posted on the [ESD-U website](#).