

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
Certificated Credentials and Contract Services

**Procedures for Teachers Converting to
Intern / Probationary Contract Status**

In order to change their status, teachers must visit Certificated Credentials and Contract Services before the expiration date on their current teaching authorization. A recommendation letter from the university, an original California credential document, or the final recommendation email from the California Commission on Teacher Credentialing (CCTC), is required for a teacher to convert to their new status.

Please be advised that the effective date of a teacher's change in status will be the day that the new contract is signed with Los Angeles Unified School District, not the date that the university has recommended the teacher for their California credential. The District seniority date will be established on the first day of paid service in probationary/District Intern status in their regular assignment.

District teachers will want to bring the following items to Certificated Credentials and Contract Services, 333 S. Beaudry Avenue, 15th Floor, Los Angeles, CA 90017 when converting to an Intern / Probationary Contract:

- An original Conversion Non-Confidential Reference (Form 9024-3), completed by an administrator, within the past 3 months. The principal's signature is also required.
- The recommendation letter from the university, original California credential document, or the final recommendation email from the CCTC.

Upon arrival at our Office, you will submit your recommendation letter from the university, original California credential document, or the final recommendation email from the CCTC, and a "Conversion Non-Confidential Reference" (Form 9024-3). These documents will be collected, and a Credentials and Contract Assistant will then facilitate the signing of your Intern / Probationary Contract. All new intern / probationary teachers are then advised to take a copy of their newly signed contract to Salary Allocation, for salary information. Upon returning to your school site / District office, you will further want to share a copy of your new Intern / Probationary Contract with your Administrator and/or the School Administrative Assistant (SAA). New probationary teachers / District Interns will also want to give the "Verification of Seniority Date" form to their Administrators.

For additional information, please contact your Credentials and Contract Assistant at 213-241-6520, or email credentialsservices@lausd.net.

**THE DISTRICT CONGRATULATES TEACHERS UPON ACHIEVING THEIR
INTERN / PROBATIONARY STATUS!**

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
CERTIFICATED CREDENTIALS AND CONTRACT SERVICES

CONVERSION NON-CONFIDENTIAL REFERENCE

_____ is converting District status
Name of Current Employee

and requires your evaluation and recommendation.

Employee # _____

Please indicate below your evaluation of this current employee for this position. Each item should be evaluated. Below average and inadequate check marks should be substantiated with remarks.

PROFESSIONAL COMPETENCE

PLEASE CHECK THE APPROPRIATE

BOXES.

1. Promotes an effective classroom environment	N O					
2. Ability to communicate	B A S I S					
3. Ability to develop pupil discipline and morale	A S I S	I N A D E Q U A T E	B E L O W	S A T I S F A C T O R Y		O U T S T A N D I N G
4. Ability to manage classroom and school routines	F O R	E Q U A T E	A V E R A G E	S A T I S F A C T O R Y	S T R O N G	T A R G E T
5. Ability to plan instruction	R					
6. Use of effective teaching procedures	J U D G M E N T					
7. Provides for individual differences						
8. Ability to motivate pupils						
9. Contributes to the total school program						
10. Creativity						

REMARKS (positive or negative):

PLEASE SEE REVERSE SIDE FOR EVALUATION OF PERSONAL QUALITIES.

 Name of Current Employee

Employee Number _____

PERSONAL QUALITIES

PLEASE CHECK THE APPROPRIATE BOXES.

1. Manner	N O					
2. Appearance	B					
3. Enthusiasm	A S	I	B E	S		O U T
4. Effectiveness of speech	I S	N A	L O	A T	S T	T S
5. Assumption of responsibility	F	D E	W	I S	R O	T A
6. Maturity of judgment	O R	Q U	A V	F A	N G	N D
7. Professional attitudes	J	A T	E R	C T		I N G
8. Health and vitality	U D	E	A G E	O R Y		G
9. Emotional poise	G M E					
10. Ability to work with others	N T					

REMARKS (positive or negative):

This person currently teaches _____,
 Grade and Subject Field

at _____ where I served as _____,
 School Title

I endorse and recommend for a new contract **Yes** **No**

 Print Name (Evaluator) Signature (Evaluator) Date

 Print Name (Principal) Signature of Principal Required Date

RETURN TO: Los Angeles Unified School District
 Human Resources - Dept. R
 333 South Beaudry Avenue, 15th Floor
 Los Angeles, CA 90017
 Fax: (213) 241-8413