



International Schools Relicensure Committee



Relicensure Submission Cover Sheet

Name _____	School _____
Grade/Subject Taught _____	
File Folder # _____	Licensure Areas/Gr _____
Exp. Date _____	Tier Level _____
Home Address _____	
City, State & Zip _____	
Home Phone # _____	Cell # _____
Email _____	

SUBMISSION CHECKLIST:

**Note: File components should be organized in the order outlined in this checklist. Clock hour documentation should be organized according to the order in which it is recorded on the Master Record Form, from activities with the most clock hours to activities with the fewest clock hours. Please do not staple forms together.*

- Cover Sheet with completed checklist
- Copy of Current License
- Master Record Form -- Single or Multiple License Forms as appropriate
- Clock Hour Activity Explanation Sheet (if needed)
- Certificate or other approved documentation per activity, including clock hour cover page for mandatory requirements.

Materials should be submitted in a file folder, 2-pocket folder for current employees or large self-addressed, stamped, envelope for return of materials for former employees.

Please Sign at the bottom indicating you have reviewed all enclosed materials and completed all documents for relicensure.

Employee Signature

Date