

# CHECKLIST FOR COMPLETION OF AN APPLICATION MATERIALS PACKET

- Cover Letter
  - Resume
  - District Application Form
  - Copy of Transcript
  - A Set of Self-Managed Credentials
    - Cover page
    - Candidate data page
    - Student teacher evaluations
    - Reference letters
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Additional materials that may be requested:

- Teaching philosophy statement
  - Responses to specific application questions
  - Copy of Teaching Certificates or verification that you have applied for certification
  - Contact list of references
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Keeping track of your applications

- Employer \_\_\_\_\_
- Date Submitted \_\_\_\_\_