



FORT HAYS STATE UNIVERSITY
 DEPARTMENT OF TEACHER EDUCATION

**Intent to Hire
 Elementary Education—Transition to Teaching Program**

Applicant / Student:

Please complete Part 1, then provide this form to your hiring/sponsoring district to complete Part 2. The **Applicant** will submit the **completed** form as part of the application process through the FHSU Graduate School. **Students must submit this signed form to have their ELED T2T application reviewed.** Applicants/Students who do not have a hiring/sponsoring district in Kansas at the time of program application are not eligible for the ELED T2T Program and should consider the traditional, MSE/ELED route at FHSU. This form does not guarantee admission into the program.

Part 1: To be completed by the student / candidate applying to the ELED T2T Program at FHSU.

Legal Name (First, Middle, Last) _____

All prior names (madden, alias, previous married, etc.)

Mailing Address _____

Phone _____ Email _____

Applicant Name (please print) _____

Applicant Signature _____ Date: _____

Part 2: To be completed by the employing school or district

Please note that this applicant will not be eligible to serve as the teacher-of-record until after they have successfully completed their preliminary semester of courses. At that time, you will then be asked to complete Form 24 from the Kansas State Department of Education. Additionally, this form does not serve as a guarantee or contract of employment, but rather an intent to hire as of this date.

USD Number and Name _____ Address _____

Name of the applicant's supervising administrator _____

Phone Number _____ Email _____

Building and grade level of applicant's appointment _____

School System Administrator Name (please print) _____

Administrator Signature _____ Date: _____

For questions or more information, contact Dr. Valerie Zelenka (vlzelenka@fhsu.edu).