

July 31, 2009

To: Superintendents, HR Directors, and Principals
From: Connie J. Pollard

Re: Green Cards and Late Hires

REMINDER re: **GREEN CARDS**: You can check the status of an applicant's application via our web site. This online status check is the same verification as a green card.

The information on the web is real time and will provide quick feedback to you or an applicant on the status of their application.

Late Hires

If a teacher has not yet received his or her license prior to the school year - but has received a "green card" **OR verification through the PTSB web site** stating that PTSB has received an application, please know **either** of these are sufficient documentation for the district to pay that teacher as a licensed teacher. Teachers may use their green card – **or online verification** - as evidence that they are a "candidate" for a license or permit.

If you have a late hire that is unable to assemble all documentation for a complete application packet, he or she must submit a [District Late Hire Documentation Verification Form](#). If this form is not included, the application will be considered incomplete and will be returned to the applicant unprocessed.