Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE CERTIFICATION [ENDORSEMENT] REQUEST LETTER

Note: While anyone may make a written request to obtain information about an educator’s certifications (called “endorsements” in NH), the NH Department of Education offers an option on their website where parents and others can look up this information on their own. This will enable you to receive the information immediately instead of having to wait for a written response.

The on-line form (shown here) to look up an educator’s endorsements, may be found at: https://my.doe.nh.gov/profiles/educators/search.aspx

You do not need to complete all boxes; just as long as you fill in at least one of the following fields: last name, school, district, SAU, or endorsement.

If you would prefer to send a written request, you should date the request, and send it to:

Bureau of Credentialing
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Please send me the status of all certifications for [list full names of staff for whom you are requesting certifications], currently employed with the [name of school district] School District.

Sincerely,

[Your name, address, telephone number and email address]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice (legal advice should be obtained from an attorney). For more information on the special education process, and upcoming workshop/training opportunities, please visit the Parent Information Center’s website at www.picnh.org. Be sure to read our brochure, “Steps in the NH Special Education Process.”