



## 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.

A screenshot of a web form titled "Educator Search". The form includes a header with instructions: "All holders of a currently active NH certification are available. Use any combination of name, SAU, district or endorsement. Entering a SAU will restrict the District dropdown list to only those districts in the SAU. The Name search options can be the whole name or just the starting letters. The First Name must be used in conjunction with the Last Name. Only the workplace information of educators working for a NH public school system will be shown." Below the instructions are five input fields: "First Name:" with a text box, "Last Name:" with a text box, "SAU:" with a dropdown menu showing "Select an SAU", "District:" with a dropdown menu showing "Select a District", and "Endorsement:" with a dropdown menu showing "Select an Endorsement". At the bottom of the form are two buttons: "Search" and "Clear".

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](http://www.picnh.org). Be sure to read our brochure, "Steps in the NH Special Education Process."*