



# THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BOULEVARD. ♦ FORT MYERS, FLORIDA 33966-1012

♦ (239) 334-1102 ♦ WWW.LEESCHOOLS.NET

## INSTRUCTIONAL / ADMINISTRATOR DOCUMENT SUBMISSION FORM

This form must be included with all documents submitted to Human Resources.

Always be sure to include your Application ID Number.

### Please check one:

New Applicant

Updating Personnel File

Applicant ID: \_\_\_\_\_

Date: \_\_\_\_\_

[Your name must be written as shown on your Social Security Card.](#)

Name: \_\_\_\_\_

First

Middle

Last

Street/PO Box: \_\_\_\_\_

APT/BLD# \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### PURPOSE OF THIS FORM:

- To attach with documents submitted to Human Resources, in order to have a complete file and apply for instructional and or administrative positions.

### INSTRUCTIONAL POSITIONS:

- Classroom Teachers (including basic instruction, exceptional student education, career and technical education, and adult education)
- School Counselors, • Social Workers, • Occupational/Physical Therapists, • School Psychologists, • Librarians/Media Specialists,
- Specialty Teachers, (including fine arts, technology, and curriculum), • Professional Development and Master Teachers

### ADMINISTRATIVE POSITIONS:

- Principal, • Assistant Principal, • Coordinator, • Assistant Director,
- Director, • Executive Administrative Positions, etc.

### DOCUMENTS TO BE SUBMITTED:

#### Required:

- Certification – Documentation of eligibility:
  - A valid Statement of Eligibility from the Florida Department of Education.
  - A valid standard Florida Educator's Certificate (Professional or Temporary).
- Transcripts – Transcripts issued by the Office of the Registrar must contain the institution name, the degree conferred, the date of degree conferral, major field of study, and number of semester/quarter hours.
  - It is recommended that you do not have transcripts directly sent to Human Resources from the college/university (submit along with this form). If you have the College/University send directly, please have it noted with your current name.
  - Submission of transcripts may or may not apply to persons applying for non-degreed vocational teaching positions.
  - Applicants holding an advanced degree in an area of certification must submit **official** transcripts in a sealed envelope to Human Resources in order to be considered for the degree supplement. Electronic copies and unofficial transcripts cannot be used for advanced degree verification.
- Evaluation of a Foreign High School Diploma, an Equivalent, or University or College Transcripts - Foreign credentials must be evaluated and translated by an institution recognized by the Florida Department of Education. (See <http://www.fldoe.org/edcert/ApprovedCredential.asp> for the approved list).
- Score Reports – A copy for any and all Florida Teacher Certification Examinations (FTCE) both teaching and administrative exams (FELE) you have passed within the last six weeks.
- DD-214 Form – For those claiming Veterans Preference, and those applying for JROTC Teaching positions.

### Security Documentation:

- You are not required to resubmit any of the items listed below if they are currently on file and up to date.
- If you have answered yes to a question on the **Security Questionnaire**, please provide the following:
  - Written Statement: In your own words, please give a brief summary of what occurred whether legal or employment related.
  - Court Documentation: You will need to submit the Final Disposition of all legal proceedings. If it was expunged or no action was taken, please provide legal documentation noting this situation.

Other Documents: (Please print clearly) \_\_\_\_\_

### INSTRUCTIONS FOR DOCUMENT SUBMISSION:

Certificates and Score Reports may be submitted electronically to [Careers@leeschools.net](mailto:Careers@leeschools.net) in PDF, JPEG, or GIF formats:

- For those with desktop-based e-mail clients, simply click the e-mail button in the top right corner, and attach the necessary documents (up to 10 megabytes per e-mail). **In the Subject Line, please list as your Applicant ID Number: Last name, First name.**
- For those with web-based e-mail clients (Gmail, Hotmail, Yahoo, etc...), save this Document Submission Form as a PDF and attach to a message along with the required documents.
- Scanned copies must be legible and unaltered.

Certificates and Score Reports may also be delivered in person, or sent to Human Resources via U.S. Mail:

- Mail documents to the School District of Lee County | Human Resources | 2855 Colonial Boulevard | Fort Myers, FL 33966-1012.
  - Always be sure to include a printed documents submission from with every submission. Simply click the print button in the top right corner.
- Check your *My Activities* page in PeopleSoft to verify receipt of documents.