

[Superintendent's Name]  
[Superintendent's Address]

**Re: Request for Review by Secretary of Education**

Dear [Superintendent's Name]:

By correspondence dated [ , 2003], I was advised that the [ ] School District intends to terminate my services at the end of the 2002-2003 school year due to issues related to my certification and licensure.

Pursuant to House Bill No. 68, signed into law by Governor Minner on April 3, 2003, 14 Del. C. § 1224 now provides that:

The Secretary of Education has the authority to review licensure and certification credentials on an individual basis and to act upon the same at the request of the local school district provided that the local school district is able to document the effectiveness of the applicant.

I hereby request that you submit a request to the Secretary of Education asking that she exercise her authority pursuant to § 1224 and that she [insert requested relief – for example, extend my initial license for an additional year to allow for completion of coursework]. I further request that you stay proceeding upon my proposed termination until such time as the Secretary of Education has taken action upon the request to review pursuant to § 1224. I hereby waive any time requirements imposed by 14 Del. C. Chapter 14 related to termination proceedings for educational professionals.

Please do not hesitate to contact me if you have any questions or require any additional information. Thank you for your time and cooperation in this matter.

Very truly yours,

cc: [UniServ Director]