

# Alternative Education Teaching Out of Certification Exemption Request



“Teachers must be certified teachers but are not restricted to grade-specific or subject-specific areas. Assignment out of regular subject area(s) or grade level(s) certification requires State Department of Education approval.” (OAC Section 210:35-29-6). Areas that are not available for exemption are special education, AP courses, and career tech courses.

## Please Complete Online or Print Legibly

District Name: \_\_\_\_\_ County: \_\_\_\_\_

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

District Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternative Education Program Name: \_\_\_\_\_

Program Level (check one)  Elementary  Middle School/Jr. High  High School

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

School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Teacher Certification Number: \_\_\_\_\_ Certificate Expiration Date: \_\_\_\_\_

Certification Areas: \_\_\_\_\_

Areas to be Taught Outside of Certification: \_\_\_\_\_

Reasoning for Exemption: \_\_\_\_\_

What are the supports that will be provided by the district to ensure success for teachers and students?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Email address of person to send approved/denied request to: \_\_\_\_\_

**Submit this form to Leslie Frazier at [Leslie.Frazier@sde.ok.gov](mailto:Leslie.Frazier@sde.ok.gov) or Missy Corn at [Missy.Corn@sde.ok.gov](mailto:Missy.Corn@sde.ok.gov).**

**Oklahoma State Department of Education Use Only**  Request Approved  Request Denied

\_\_\_\_\_  
OSDE Signature, Missy Corn, Alternative Education Specialist \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
OSDE Signature, Leslie Frazier, Alternative Education Specialist \_\_\_\_\_ Date \_\_\_\_\_