



# Request to Expedite Processing for New Hire

Oklahoma School Districts Only

Oklahoma State Department of Education  
2500 N. Lincoln Blvd Room 212  
Oklahoma City, OK 73105

## SDE USE ONLY

\_\_\_\_\_  
Teacher Number

\_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_  
Valid Dates

\_\_\_\_\_  
Date Fax Sent to District

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Employing Oklahoma School District

\_\_\_\_\_  
Superintendent or Human Resources Representative

\_\_\_\_\_  
District Fax Number

## NEW HIRE INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

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Social Security Number

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
Signature of Superintendent or Human Resources Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

If the new hire has not submitted all documents and fees required for certification, this request will not be honored.