**LEA Name**

Address 123 Street, City Town, PA 12345

**Board Affirmation Statement – Candidate Approval for Acting, Substitute, or Extension**

As required by the Pennsylvania Department of Education and State Board Regulations, the Board of Education for **(Name of LEA Entity)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ reviewed and approved **(Name of Candidate)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as **(position of Acting, Substitute, Extension Superintendent/Assistant Superintendent/Executive Director/Assistant Director)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the following Board Meeting, held on **(date)** \_\_\_\_\_\_\_\_\_\_\_. The candidate was approved by a vote of\_\_\_\_\_\_\_\_ **(yes)** and \_\_\_\_\_\_\_\_ **(no)**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Candidate’s email address Candidate’s Gender M/F Candidate’s phone number & ext.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Starting Date (MM/DD/YY) Ending Date (MM/DD/YY)

Affirmed on this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Signature of Board President)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Print Name)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Board of Education**

**Delete notes below before printing and uploading.**

**Note: Blanks for Approved On, Name of School Entity, Name of Candidate, Commissioned Position, date, yes and no should be completed either digitally or handwritten. Signature, Print Name and Board of Education are hard copy required (Board President must sign and complete).**

**Replace the following text in the header: LEA Name, Address, School Logo/Icon placeholder image.**

**Delete this notes section (red text) before printing and uploading.**