**LEA Name**

Address 123 Street, City Town, PA 12345

**Board Affirmation Statement – Position Vacancy or on Leave**

As required by the Pennsylvania Department of Education and State Board Regulations, the Board of Education for **(Name of LEA Entity)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby presents evidence of vacancy/on leave for **(Name of Individual)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the position of **(Commissioned Position)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the following Board Meeting, held on **(date)** \_\_\_\_\_\_\_\_\_\_\_. The vacancy/on leave **(circle vacancy or on leave)** was approved by a vote of\_\_\_\_\_\_\_\_ **(yes)** and \_\_\_\_\_\_\_\_ **(no)**.

**On Leave Positions only.**

The leave will start on **(date)** \_\_\_\_\_\_\_\_\_\_\_ and end on **(date)** \_\_\_\_\_\_\_\_\_\_\_.

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 LEA Entity, Name of Individual, 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.**