

BASIC NEEDS LIST

- ❖ Request a letter on business letterhead or email from your employer stating the number of years you've taught, grade levels taught, subjects taught and have the employer send it to the Southern Union Registrar's office.
- ❖ If employed at more than one school, have each school send a letter or email stating the number of years you've taught, the grade levels taught, subjects taught and have the employer send it to the Southern Union Registrar's office.
- ❖ Once this information is received, then it will be removed from your needs list.