

# 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. **Due by October 1.**

\_\_\_\_\_  
DISTRICT NAME

\_\_\_\_\_  
COUNTY NAME

\_\_\_\_\_  
FY School Year

\_\_\_\_\_  
DISTRICT ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
SUPERINTENDENT NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
ALTERNATIVE EDUCATION PROGRAM NAME

Program Level (check one)

Middle School/Jr. High

High School

\_\_\_\_\_  
SCHOOL ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
TEACHER NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
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 [Missy.Corn@sde.ok.gov](mailto:Missy.Corn@sde.ok.gov) or [Leslie.Frazier@sde.ok.gov](mailto:Leslie.Frazier@sde.ok.gov)

Oklahoma State Department of Education

Approved

Denied

\_\_\_\_\_  
MISSY CORN, ALTERNATIVE EDUCATION PROJECT MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LESLIE FRAZIER, ALTERNATIVE EDUCATION PROJECT MANAGER

\_\_\_\_\_  
DATE

