

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**Certificated Credentials and Contract Services**

**Procedures for Teachers Converting to  
Intern / Probationary Contract Status**

In order to change their status, teachers must visit Certificated Credentials and Contract Services before the expiration date on their current teaching authorization. A recommendation letter from the university, an original California credential document, or the final recommendation email from the California Commission on Teacher Credentialing (CCTC), is required for a teacher to convert to their new status.

Please be advised that the effective date of a teacher's change in status will be the day that the new contract is signed with Los Angeles Unified School District, not the date that the university has recommended the teacher for their California credential. The District seniority date will be established on the first day of paid service in probationary/District Intern status in their regular assignment.

District teachers will want to bring the following items to Certificated Credentials and Contract Services, 333 S. Beaudry Avenue, 15<sup>th</sup> Floor, Los Angeles, CA 90017 when converting to an Intern / Probationary Contract:

- An original Conversion Non-Confidential Reference (Form 9024-3), completed by an administrator, within the past 3 months. The principal's signature is also required.
- The recommendation letter from the university, original California credential document, or the final recommendation email from the CCTC.

Upon arrival at our Office, you will submit your recommendation letter from the university, original California credential document, or the final recommendation email from the CCTC, and a "Conversion Non-Confidential Reference" (Form 9024-3). These documents will be collected, and a Credentials and Contract Assistant will then facilitate the signing of your Intern / Probationary Contract. All new intern / probationary teachers are then advised to take a copy of their newly signed contract to Salary Allocation, for salary information. Upon returning to your school site / District office, you will further want to share a copy of your new Intern / Probationary Contract with your Administrator and/or the School Administrative Assistant (SAA). New probationary teachers / District Interns will also want to give the "Verification of Seniority Date" form to their Administrators.

For additional information, please contact your Credentials and Contract Assistant at 213-241-6520, or email [credentialsservices@lausd.net](mailto:credentialsservices@lausd.net).

**THE DISTRICT CONGRATULATES TEACHERS UPON ACHIEVING THEIR  
INTERN / PROBATIONARY STATUS!**