Example ISD  
Address  
Phone Number

To Whom It May Concern,

This letter is to verify that the following student, , Student ID Number , has met the requirement of the Educational Aide I Certification through their coursework at as of . Verified coursework is as follows:

,

,

All courses, and course grades, have been verified to ensure requirements were met. If additional information is needed, a request should be made to the district.

Sincerely,

Name of Superintendent  
Superintendent  
Example ISD