



Wisconsin Department of Public Instruction
**SCHOOL DISTRICT REQUEST
FOR A GUEST TEACHING LICENSE**
PI 1624-Guest (Rev. 03-26)

I. GENERAL INFORMATION

| | | | |
|----------------------|------------------------------------|----------------------------|----------------|
| CEA No. | LEA No. | Requesting School District | Phone Area/No. |
| School No. | School Name–Location of Assignment | | |
| Subject(s) Requested | | Dev. Level/Grade(s) | |

Guest Teacher Request for This Person is a:

- First Time Request Renewal/Final Request Special Education (non-renewable)

| | | |
|---|---|--|
| Assignment Begin Date <i>Mo./Day/Yr.</i> | Assignment End Date <i>Mo./Day/Yr.</i> | Employee Legal Name <i>First, Middle, Last</i> |
|---|---|--|

Wisconsin Administrative Code, [PI 34.030](#) requires districts/schools to make the request for this license.

- I UNDERSTAND** the district's request for a guest teacher license limits the holder to teach only in the area determined by the department based on this educator's preparation.
- I UNDERSTAND** that this is a tier I license and cannot be converted to any other license type or tier.
- I VERIFY** this educator has completed a teacher preparation program in another country.
- I VERIFY** this educator holds the equivalent of a U.S. bachelor's degree as verified by a credential evaluation.
- I AGREE** the district will provide mentoring as required under [PI 34.040\(5\)](#).

II. ATTESTATION—REQUIRED

I ATTEST that the above information in section I is true and understand that individuals who hold Guest Teacher License will be identified as a teacher who is considered teaching out of field and either inexperienced or unqualified under Title I of the federal Elementary and Secondary Education Act.

| | |
|--|-------------------------------|
| Name of School District Administrator or Designee <i>Type/Print Clearly</i> | Title |
| Email Address | Phone Area Code/No. |
| Signature of School District Administrator or Designee ➤ | Date Signed <i>Mo./Day/Yr</i> |