



Office of School Financial Services
Letitia Johnson
Bureau Director II

May 20, 2021

Dear Tammy Kirkland

The candidate notification letter can be use by school districts to enter National Board Certified Teachers(NBCT) data into MSIS. The letter contains the candidate ID number, this would be the same as the national certification number, date of issue would be the date of the letter, and the expiration date would be five years from the issue date of the letter. The district shall obtain a copy of the actual certificate from employee once received and review for accuracy. Once reviewed the certificate should be maintained in the employee personnel folder.

Please contact the Office of School Financial Services if you have any questions.

Respectfully,

Letitia Johnson

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Bureau Director II

Central High School Building
359 North West Street
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 359-3294
Fax (601) 359-3414
www.mde.k12.ms.us