

*(Letter shall be placed on school district letterhead)*

To: Child Care Provider:

I am the Superintendent/Superintendent's designee for the \_\_\_\_\_ School District.

\_\_\_\_\_ is an employee and/or representative of the school district for the \_\_\_\_\_ (ex. 2012-2013) school year and is not employed or contracted on an emergency basis nor pursuant to written approval of any district judge or district attorney under to La. R.S. 17:15(A). As a prerequisite of employment and/or representative status, he/she underwent a criminal background check pursuant to La. R.S. 17:15 and La. R.S. 15:587.1. I certify that, according to that criminal background check, he/she has not been convicted of, or pled guilty or nolo contendere to, any of the criminal offenses set forth in La. R.S. 15:587.1(C).

I will notify the Director of the Licensing Section in writing if employee and/or representative named above receives a hit during the school year which nullifies the affidavit and/or letter.

\_\_\_\_\_  
Superintendent/Superintendent's designee signature

\_\_\_\_\_  
Date