



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
333 SOUTH BEAUDRY AVENUE, 18TH FLOOR
LOS ANGELES, CA 90017
PHONE: (213) 241-3150 FAX: (213) 241-8980

RAMON C. CORTINES
SUPERINTENDENT OF SCHOOLS

ED MORRIS
EXECUTIVE DIRECTOR

ANDRES AMEIGEIRAS
ADMINISTRATOR

Dear Retiree:

Thank you for your interest in serving our students. This application is for retirees wanting to return as certificated employees. The *Certificate of Medical Examination, Tuberculosis Clearance*, and *Employment Authorization for Retirant*, **should not be completed** until you have been offered employment by a school administrator.

- ✓ Complete Section I, *Employment Authorization for Retirant* (Form 1440) and read the *Note to Retirant* page. Please pay careful attention to item #4
- ✓ Your physician should complete Section II of Form 1440
- ✓ Completed *Certificate of Medical Examination* (Form 8457-12) and *Tuberculosis Clearance* (Form 8459-13)
- ✓ Telephone the Adult Personnel Unit at (213) 241-3784 to schedule an appointment
- ✓ Additional forms can be downloaded from our website at www.adultinstruction.org.

Please bring the following required items with you on the day of your appointment:

- ✓ Completed *Retiree Application for Substitute Employment* (Form 1441-1)
- ✓ STRS award letter with retirement date posted (*Notice of Retirement*, Form MS1210 or SR1210)
- ✓ Credential verification
- ✓ *Employment Authorization for Retirant* (Form 1440 with Section I and Section II completed) – County Requirement
- ✓ Completed *Certificate of Medical Examination* (Form 8457-12) – District Requirement
- ✓ Original Employment Eligibility Documents (FOR EXAMPLE: U.S. Passport, or Driver License and Social Security Card)
- ✓ LAUSD-DACE Form 1000 (Greenie) and Principal's letter of rationale

Our staff looks forward to assisting you on the day of processing. Again, thank you for your interest in teaching with the Division of Adult and Career Education.

Sincerely,

Alonzo Cienfuegos
Coordinator

MISSION STATEMENT:

"The teachers, administrators, and staff of the Los Angeles Unified School District believe in equal worth and dignity of all students and are committed to educate all students to their maximum potential."