

COMMISSION ON TEACHER CREDENTIALING

1812 9TH STREET
SACRAMENTO, CA 94244-2700

DATE: June 27, 1988

Coded Correspondence # 88-8900

TO: County Superintendents of Schools
District Superintendents of Schools
County Office Credential AnalystsFROM: *Richard Mastain*
Richard K. Mastain, Ed.D.
Executive Secretary

SUBJECT: Employer Codes on Statements of Need

As you know, the Commission is in the process of converting its records from microfilm to computer. We will soon have a computer that is large enough to keep information about the credentials we have issued on line so we can answer a telephone call, or eventually grant a credential, from the information on the computer screen. However, even the big computer does not have an unlimited amount of space. Right now we type the full name of the district and county that request an emergency credential into the computer record. We won't have room for that on a computer that has to hold thirty years worth of records instead of just one. Beginning August 15, 1988, we would like for you to begin using your "employer code" when you request a credential with a restriction, such as an emergency credential, a preliminary Resource Specialist certificate, or an OYNRE.

HOW TO FIND YOUR CODE:

The *California Public School Directory*, published each year by the California State Department of Education, lists every public school in the state. Above each listing is a "CDS" code number:

19 64733 6020010
Wonderland Avenue Elementary
8510 Wonderland Avenue
Los Angeles, 90046 (Ph. 654-4401)

"CDS" stands for "County-District-School":

County	District	School
19	64733	6020010

When you fill out a statement of need, please include your district and county name and CDS code numbers for each:

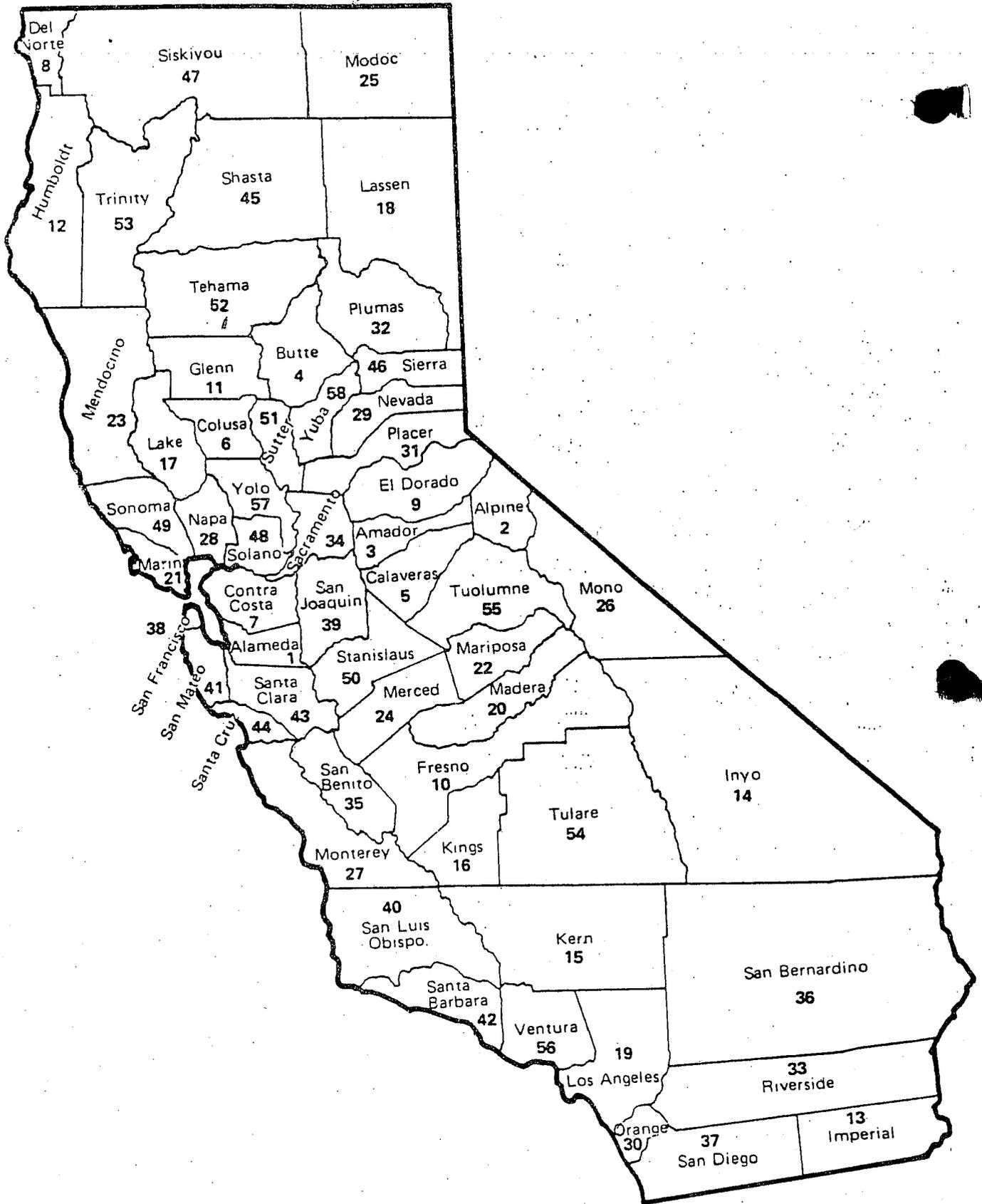
3. If granted the Emergency Credential, this person will be employed in the:

Name of school Antelope Elementary

Name of district Eastern Sierra Unified 73668

Name of county(or state agency, if applicable) Mono 26

We will continue to print the full names of both the district and county on the credential documents. Copies of the *California Public School Directory* (1988) are available for \$14 each, plus tax, from Publications Sales, State Department of Education, PO Box 271, Sacramento, CA 95802-0271.



*Map of California showing
code numbers for counties*