***Commonwealth of Virginia***

***Virginia Department of Education***

***P. O. Box 2120***

***Richmond, Virginia 23218-2120***

**CERTIFICATE OF APPOINTMENT**

As authorized by law, this is to certify that the School Board of       County/City at its meeting held on       appointed      , Division Superintendent of Schools, for the said division for a term of       years beginning as of      . This is to further certify that the Superintendent’s appointment has been made in accordance with state statute and has been duly recorded in the minutes of said School Board, that the appointee will be required to take the oath of office prescribed for all officers of the State before entering upon his/her official duties as Division Superintendent of Schools, and that immediately thereafter a certificate of the Clerk of the Court setting forth the qualifications and its records will be furnished to the Superintendent of Public Instruction.

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*Date Signature of the Chairman of the School Board*

*Name*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Signature of the Clerk*

*Name*

 *Name of School Board*

**RETURN TO:** Dr. James F. Lane

Superintendent of Public Instruction

and Secretary to the Board of Education

Virginia Department of Education

P. O. Box 2120

Richmond, VA 23218-2120