



**Teacher's Checklist**  
**Application for Letter of Authority**

Check list:

Complete section 1 of the form.

If necessary send acceptable evidence of name change or Immigration/Citizenship status **directly to:**

Professional Standards Branch  
Alberta Education  
44 Capital Boulevard  
10044 – 108 Street  
Edmonton, AB, T5J 5E6

Have the school principal complete parts 2 and 3.

For first time application there is no charge. If this is ***not*** the first time applying for a LA, write a cheque payable to **Minister of Finance** in the amount of \$25.00.

Mail the completed forms **and** the Minister of Finance cheque (if applicable) **to AISCA:**

AISCA-DSA Program  
201, 11830 - 111 Avenue  
Edmonton, AB, T5G 0E1

Sent to AISCA on: \_\_\_\_\_

Received response from Alberta Education on: \_\_\_\_\_

**Keep this sheet with a copy of the form for your records**