

Given under my hand this — day of —, 18—.

A— B—, Sup't of Common Schools,
[Township, &c.] of —.

N. B.—It is recommended that no Superintendent do grant a certificate of qualification to any person, unless found competent to teach English grammatically, Writing, Vulgar Arithmetic, Book-keeping, and Geography, excepting under very peculiar circumstances, by the District or County Superintendent, as a particular certificate. It is also recommended that School Trustees should be careful to select and encourage the best qualified Teachers. (See N. B. under 17th Formula.)

5TH FORMULA—XIV. SECTION, 8TH DIVISION.

Form of Intimation of a Superintendent's intention to annul a Teacher's certificate of qualification.

SIR, (or MADAM :) It is my painful duty to acquaint you, that your certificate of qualification as a Common School Teacher will be cancelled on the — day of — 18—, being — weeks from this date, for the following reasons [*here insert the reasons*], and that your claim to any interest in the School Fund in this [Township, Town, or City] will then cease.

Given under my hand this — day of —, 18—.

A— B—, Sup't of C. S. —.

B— C—, Teacher,
No. — School District.

6TH FORMULA—XIV. SECTION, 8TH DIVISION.

Form of Intimation to Trustees of a Superintendent's intention to annul the certificate of their Teacher.

GENTLEMEN: It is my painful duty to acquaint you that the certificate of qualification granted to [*here insert the Teacher's name*] as a Common School Teacher, and who is now in your School district, will be cancelled on the — day of — 18—, being — weeks from this date, for the following reasons [*here insert the same reasons as in the notice to the Teacher*] and that your claim to any further interest in the School Fund on his account will then cease.

Given under my hand this — day of — 18—.

A— B— Sup't C. S. —.

Messrs. A. B., C. D., E. F., Trustees,
No. — School District.

N. B. Care should be taken that these notices be duly furnished to the above parties at least six weeks previous to the annulling of the certificate, and also that the charges against the Teacher are properly substantiated, and of a nature sufficient to justify such a proceeding.