

Staff/Rank Intent Letter**DATE:****TO:****FROM:** Karen Cheser**SUBJECT:** Staffing/Rank, 20 - School Year

Your assistance is needed in completing budget planning 20 - . Please return this form no later than , whether or not you plan to return to Fort Thomas Independent Schools for the 20 - school term. If you do not plan to return, it is necessary that we receive an official letter or statement telling us that you will not be returning.

In order to maintain the academic excellence that Fort Thomas is so proud of, it is important to hire the most qualified candidates as early as possible. We can begin that process as soon as we receive your letter of intent. If you need to discuss this matter with me, please feel free to contact me.

Please check both appropriate statements, sign and return:

I do do not plan to return to the Fort Thomas Independent Schools as an employee during the 20 - school year.

My Rank for the 20 - school year will

remain the same

change from Rank III to Rank IIIA

change to a Rank II

change from Rank II to Rank IIA

change to a Rank I

Signature: Date:

Verification of completion of the course work necessary to achieve a change in Rank must be on file in the Central Office by September 15, 20 .

If your rank will change for the 20 - school term, you are required to do one of the following:

1. If you change to Rank II or to Rank I, you must make arrangements to have your teaching certificate endorsed by the Education Professional Standards Board (EPSB). Also, you must submit your transcripts for your personnel file. Required forms for EPSB are available at the Central Office. Please contact Peggie Hughes.
2. If you change from Rank III to Rank IIIA or from Rank II to Rank IIA, you are required to submit your transcripts for your personnel file.

Also, if you are planning to retire, please note that Board Policy 03.175 (Retirement) requires the employee to inform the Superintendent of the final decision to retire by April 15 of the year in which the retirement is to occur. Therefore, you must send that letter of intent to my attention by April 15, 20 .