PERSONNEL ———————————————————————— 03.11 AP.26

Letter of Intent

TO: Certified Personnel

FROM: Superintendent

SUBJECT: Staffing/Rank _____
_____ *School Year*

Your assistance is needed in completing budget planning for _____. Please advise me no later than _____, whether you plan to return to Ft. Thomas Independent Schools _____ *Date*

during the _____. school term. If you need to discuss this matter with me, please feel free to contact me.

I ☐ do ☐ do not plan to return to the Ft. Thomas Independent Schools as an employee during the _____. 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 Ft. 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. Please note that Board Policy 03.175 (Retirement) requires the employee to inform the Superintendent of their decision to retire by April 15th of the year in which the retirement is to occur. Therefore, you must send your letter of intent to my attention by April 15, _____.

If you do plan to return and your rank will be changing between the current school year and next year's school term you are required to do one of the following:

1. If you change from Rank III to Rank II or from Rank II to Rank I, you must make arrangements to have your teaching certificate endorsed by the Division of Teacher Education and Certification (TC-1 Form). Also, you must file a transcript of credits in the Superintendent's office. Forms that must be completed and mailed to the Department are available in the Superintendent's office. Please contact _____.

2. If you are going to change from Rank III to Rank IIIA or from Rank II to Rank IIA, you are required to file a transcript of credits in the Superintendent's office.

Verification of completion of the course work necessary to achieve a change in Rank must be on file in the Board Office by September 15 of each school year.

Please check (✔) the appropriate statement.

1. My rank for the _____. school term will remain the same the current school year. ☐

2. I will change from Rank III to Rank IIIA. ☐

3. I will change from Rank II to Rank IIA. ☐

4. I will receive a Master's Degree. ☐

5. I will fulfill requirements for Rank I. ☐

Thanking you in advance for your attention to this very important matter.

RELATED PROCEDURE: