

PERSONNEL

- CLASSIFIED PERSONNEL -

**Letter of Intent**TO: All Classified StaffFROM: Jay Brewer, SuperintendentDATE:RE: Survey of Current Classified Staff

Kentucky law requires the Superintendent to present written notice no later than May 15 of the current school year to the employee whose contract will not be renewed. It is very important to know each person's current plans for the next school year.

Although your response below is not binding, the information will be useful and much appreciated.

Please return this form to your building principal on or before

NameSchool(Please Print)SignatureDate

Please check the appropriate item below.

☐ It is my intention to return to Dayton Independent Schools for the coming school year.

☐ It is my plan to retire at the end of this school year.

☐ It is my intention not to return to Dayton Independent Schools for the coming school year.

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PERSONNEL

03.21 AP.26

~~CLASSIFIED PERSONNEL~~

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## Letter of Intent

### ANNUAL SURVEY

~~EACH EMPLOYEE MUST COMPLETE THE FOLLOWING LETTER OF INTENT SIGNIFYING HIS/HER AVAILABILITY FOR EMPLOYMENT FOR THE COMING SCHOOL YEAR AND RETURN IT TO THE BUILDING PRINCIPAL/DESIGNEE, WHO WILL FORWARD IT TO THE SUPERINTENDENT/DESIGNEE, AS APPROPRIATE. THIS SHOULD BE COMPLETED BY MARCH 1.~~

~~DISTRICT SUPERINTENDENT/DESIGNEE:~~

~~I UNDERSTAND THAT EMPLOYMENT IN THE DISTRICT IS FOR THE CONTRACT PERIOD ONLY AND THAT COMPLETION OF THIS DOCUMENT DOES NOT GUARANTEE RE-EMPLOYMENT IN THE DISTRICT.~~

~~HOWEVER, TO ASSIST IN STAFFING PREPARATIONS FOR THE \_\_\_\_\_ SCHOOL YEAR, I HEREBY NOTIFY THE DISTRICT OF THE FOLLOWING:~~

~~☐ I PLAN TO BE AVAILABLE FOR EMPLOYMENT FOR THE NEXT CONTRACT YEAR.~~

~~☐ I DO NOT PLAN TO BE AVAILABLE FOR EMPLOYMENT FOR THE NEXT CONTRACT YEAR.~~

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~~EMPLOYEE'S~~

~~SIGNATURE~~

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~~DATE~~