

PERSONNEL

- CERTIFIED PERSONNEL -

Letter of Intent**TO:** *All Certified Staff***FROM:** Jay Brewer, Superintendent**DATE:****RE:** Survey of Current Certified Staff

Kentucky law requires the Superintendent to present written notice no later than May 15 of the current school year to the teacher 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 _____.

Name

School

(Please Print)

Signature

Date

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.

☐ I would be *interested in considering the following transfer* within Dayton Independent Schools.

☐ I will be obtaining a **rank change** to _____, and I will submit the appropriate documentation.

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~~PERSONNEL~~

03.11 AP.26

~~CERTIFIED PERSONNEL~~

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Letter of Intent

~~ANNUAL SURVEY~~

~~EACH EMPLOYEE MUST COMPLETE THE FOLLOWING LETTER OF INTENT SIGNIFYING HIS/HER DESIRE TO BE REEMPLOYED 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.~~

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~~DISTRICT SUPERINTENDENT/DESIGNEE:~~

~~TO ASSIST IN STAFFING PERSONNEL FOR THE _____ SCHOOL YEAR, I HEREBY NOTIFY THE DISTRICT OF THE FOLLOWING:~~

~~☐ I PLAN TO RETURN TO THE SCHOOL DISTRICT FOR THE NEXT YEAR.~~

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~~☐ I DO NOT PLAN TO RETURN TO THE SCHOOL DISTRICT FOR THE NEXT YEAR.~~

~~☐ MY RANK WILL REMAIN THE SAME.~~

~~☐ MY RANK WILL CHANGE TO _____, AND I WILL SUBMIT THE APPROPRIATE DOCUMENTATION.~~

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~~EMPLOYEE'S SIGNATURE DATE~~

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~~RELATED PROCEDURE:~~

03.121 AP.22