# Draft 1/24/23

# PERSONNEL CJ03.11 AP.26

Letter of Intent

Each employee must complete the following Letter of Intent for the coming school year and return it to the building Principal/designee who will forward it to the Superintendent/designee, as appropriate.

To assist in staffing personnel for the coming school year, I hereby notify the District of the following:

Please check the appropriate item below.

🞏 It is my intention ***to return*** to Bellevue 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 Bellevue Independent Schools for the coming school year.

I would like to be considered for the following extra-curricular activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certified Employees please complete this section**:

My rank will remain the same.

My rank will change to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I will submit the appropriate documentation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

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Immediate Supervisor’s Signature Date

🞏 I do recommend for re-employment.

🞏 I do not recommend for re-employment.

Related Procedures:

03.121 AP.22; 03.121 AP.24