

File GCK-E Letter of Intent for The 20_ / _____ School Year

Worksite _____ Classified Employee _____

Name _____ Certified Employee _____
(Last) (First) (MI)

Current Assignment _____

Social Security # _____

Home Mailing Address _____

Home Phone Number _____

_____ Work Phone Number _____

This letter of intent is intended to give the school district an indication of personnel needs upon which recruitment can be based for the next school year. For classified employees, this form takes the place of the letter of intent to re-employ based upon receipt of a satisfactory performance appraisal at the end of the school year.

Do you plan to return to your present assignment next year?

Yes

No

Not sure at this time

If yes, please date and sign below. Return form as directed at the bottom

If no, do you plan to: Retire Resign Request a transfer (complete section below)

Request for a Transfer

Position Desired: Please check as many spaced below as are appropriate:-

Teacher (specify grade) _____

Administrator (specify position) _____

Guidance Counselor (specify level) _____

Office Support (specify level) _____

Speech Pathologist (specify level) _____

Instructional Assistant (specify level) _____

Information Tech. Spec. (specify level) _____

Custodial Services _____

Student Transportation (specify position) _____

Maintenance Service _____

Student Nutrition Services _____

Other (specify position) _____

School/Department Desired: If you prefer a transfer to a particular school or department, please list below

Reason for Request/Other Comments (optional): _____

Note: Your name will be placed on the Voluntary Transfer List that will be provided as information to principals/department heads no later than March 30th. A vacancy list will be distributed to you by April 30th. If a vacancy is listed in your area of certification/experience, you should contact the appropriate principal/department head for an interview. If the principal/department head recommends you to fill that vacancy, you will be notified by the Office of Human Resource

~~Services. After the deadline (TBA), any transfer must have the approval of your current principal/department head.~~

~~Return form to your principal or department head in a sealed letter-size envelope by February 13th. Write your name and whether you are certified or classified on the outside of the envelope. Principals/Department Heads will collect all envelopes for their worksite and return them (unopened) to the Office of Human Resource Services no later than February 15th.~~

SIGNATURE OF EMPLOYEE _____ DATE

Richland County School District One