



Letter of Intent for Certified Employees

To all Richland County School District One Certified Employees:

This is your Letter of Intent for the 20__-20__ academic year. You are being asked to indicate whether you intend to remain in your current assignment, you intend to retire, you intend to resign, or you are unsure of your plans at this time. The Letter of Intent is not a binding agreement, but the school district will use this data for planning purposes for the next school year. **Further, completion of this form does not guarantee that you will remain in your current position.**

Please complete and return this electronic form on or before _____. A copy of the completed form will be uploaded to your personnel file. To print a copy of this form for your records, click “PDF Overlay” to print before submitting the form.

Please ensure the following information is correct. (If the information is incorrect, please email _____.)

Name:

Employee ID:

School/Work Location:

Please check the group that indicates your current assignment:

- Teacher Contract: Teacher, School Counselor, School Librarian, Curriculum Resource Teacher, Dean of Students, Assistant Administrators, Interventionist, etc.
- Building-Level Administrator: Principal, Assistant Principal
- District-Level Instructional Support: Consultant, Psychologist, Speech Clinician, Social Worker, Academic Coach, etc.
- District-Level Administrator: Chief, Executive Director, Director, Coordinator, etc.

Please check one of the following:

- I intend to remain in my current position for the 20__-20__ academic year.
- I intend to **retire** at the **conclusion** of this current academic/fiscal year.**
- I intend to **resign** at the **conclusion** of this current academic/fiscal year.**
- I am unsure of my intentions for the 20__-20__ academic/fiscal year.

****If you are planning to retire or resign at the conclusion of the current year, please complete the Form A – Notice of Separation and submit it to your principal/department head.**

Note: If you are interested in a transfer to another location or another position, you must complete a Transfer Interest Form listed on the Richland One Intranet. The confidential form will only be available online from **Monday, _____ 20__ until Friday, _____, 20__.**

Signature of Employee

Date