

SWITZERLAND OF OHIO SCHOOLS

LETTER OF INTENT

TO: All School Employees
FROM: Mr. Rob Caldwell, Superintendent
DATE: April 16, 2020

For the personnel office to plan its staffing efforts, employees are asked to express their intentions in regard to their positions in the Switzerland of Ohio Local School District for the 2020-2021 school year.

This letter of intent is not binding and is not a contract; it only indicates your plans at the time of signing.

Name _____ School _____

Position _____ Date _____

1. Do you plan to continue working in the Switzerland of Ohio Local School District in the 2020-2021 school year? Yes _____ No _____ Undecided _____
2. If your reply to item #1 is "No," please attach a letter of resignation or retirement dating it on the effective date.
3. Do you desire a transfer? Yes _____ No _____ If yes, what position/what building _____
4. For certificated personnel:
Will you complete 150 hours this year? Yes _____ No _____
Will you complete a Master's Degree this year? Yes _____ No _____
Will you be upgrading your certificate to a professional license this year? Yes _____ No _____
Will you be receiving licensure/endorsement in a new field? Yes _____ No _____
If yes, which licensure/endorsement _____
5. Do you wish a conference regarding any problems or questions you may have? Yes _____ No _____

COMMENTS: _____

SIGNATURE _____

Please Return to the Personnel Office or Your Building Principal by 1 MAY 2020