Memo

To: ______________________ School Staff

From: ______________________, School Principal

Date: ______________________

RE: Intent to return for the 2019-2020 School Year

In order to begin planning for the 2019 – 2020 school year, we need to know whether you are interested in returning to serve at ______________________ (name of school). Please complete this intent to return form, make a copy for your records, and return it to me no later than _______ (date). Please be aware that by completing this form you are NOT guaranteed employment for the 2019-2020 school year. The sole purpose is for us to have early notification from those of you who are no longer interested in employment with us.

Certified Staff: Please remember it is your responsibility to keep your certificate current, and a copy filed with us.

If you have any questions about this form, please contact me. Thank you.

I, ________________________, would like to be considered for employment for the 2019-2020 school year.

I, ________________________, have chosen to seek employment elsewhere and do not wish to be considered for employment for the 2019-2020 school year.

_____________________________________________                             _________________
(Signature)         (Date)