

Washington County School District

CERTIFIED

Letter of Intent
Reference: WCSD 1100-3.4.2.2
For School Year 1998/1999

PLEASE INDICATE YOUR PLANS BELOW:

- I WOULD LIKE TO CONTINUE MY EMPLOYMENT** with the Washington County School District for the identified school year. *(One-year or at-will employees have no expectation of continued employment; however, they may indicate interest in employment by checking this block.)*
- I DO NOT PLAN TO CONTINUE MY EMPLOYMENT** with the Washington County School District for the identified school year.
- I HAVE A QUESTION IN MY MIND** as to whether or not I plan to return next year. Please mark this category to allow us to proceed to find a replacement during the "prime recruiting time of year," which we believe is in the best interest of the students. **IF YOU SHOULD CHANGE YOUR MIND**, you would still have the option to continue your employment next year, up until the time your position is filled. Should you change your mind, please notify your Principal and the Human Resource Manager, as soon as possible.
- I PLAN TO RETIRE** at the end of the current school year. (Attach form 542.)
- I PLAN TO PARTICIPATE IN THE DISTRICT'S EARLY RETIREMENT PROGRAM OR BUY OUT PROGRAM** beginning with the next school year (District Policy Page 3-39 and 3-40). (Attach form 542.)
- I DESIRE TO APPLY FOR A LEAVE OF ABSENCE** (policy pages 4-8 through 4-10), please attach form 541 or 543.
- I DESIRE TRANSFER CONSIDERATION FOR THE NEW RED MOUNTAIN ELEMENTARY SCHOOL.** In accordance with District Policy 1100-3.7.2 the District will give priority consideration to employees working at schools directly affected by the opening of the new school.

Please print your NAME	PHONE NUMBER	CURRENT SCHOOL
Please print your ADDRESS		
<input type="checkbox"/> I do not want my address or phone number printed in the District Employee Directory. * (If you do not check this block we will add your address and phone number to the District Directory.)		
SIGNATURE		DATE

Should you desire to be considered for in-district transfer, and you qualify in accordance with District Policy 1100-3.7, please contact the Principal(s) for an interview where vacancies have been identified and posted for transfer consideration.

*The District Directory is classified as a public document.

This form must be returned to your principal by 31 January!

WCSD Form 504