



PLANNING INFORMATION FORM FOR CONTINUING EMPLOYEES

(Interns, One-year only and ESP employees do not complete this form)

Please return this form to your principal by February 15<sup>th</sup>

Please complete this form and return it to your principal as soon as possible. This will provide every opportunity for employees and administration to explore a variety of employment options. It will also allow the District to actively recruit and retain the best teachers available.

<b>Name</b>	
<b>School</b>	
<b>Present Assignment/Grade</b>	

1. Do you plan to teach in Provo School District next school year?

- Yes I prefer to continue in my current assignment
- No I have attached a signed *Release of Employment Form*  
(Available at your school or on the employee support website)
- Undecided I am not able to make a decision at this time. I will make a decision and notify my principal in writing no later than March 15<sup>th</sup>.  
(*Negotiated Agreement 5/07*) I understand that if I have not notified my principal in writing by March 15<sup>th</sup>, I will not have an expectation of continued employment in my current assignment.

2. Are you planning to retire?

- Yes I have already submitted my early retirement notice
- Yes I will discuss my retirement options with the Deputy Superintendent (Preferably before March 1<sup>st</sup>)
- No

Assignment changes will only be possible if an opening in the preferred school, grade or subject occurs. Open positions will be posted on the District website. Interested employees are responsible to apply for the position online.

Thank you,

Jason Cox  
Deputy Superintendent