

CARROLL COUNTY PUBLIC SCHOOLS

125 N. Court Street • Westminster, MD 21157

CHARLES I. ECKER
Superintendent

Spring 2009

Dear Substitute Teacher:

With the close of the current school year, we would like to take this opportunity to extend to you our appreciation for your services, and wish you and your family a safe and enjoyable summer.

For the purpose of administrative planning and to meet the **requirements** of "reasonable assurance" of employment under the Maryland Unemployment Insurance Law, Section 4 (f) (3) and 4 (f) (4), it is essential that we prepare our staffing needs now. We ask that you complete the following **intention form** and return it to us no later than **July 1, 2009**.

If you fail to return this form, you will be removed from the Substitute Teacher list for the 2009-2010 school year.

If you have any questions, please feel free to contact Susan Schwerer in the Department of Human Resources.

Sincerely yours,

Jimmie L. Saylor
Director of Human Resources

THE BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER
-----CUT OFF HERE-----

EMPLOYMENT FOR THE 2009-2010 SCHOOL YEAR

TO: Susan Schwerer, SubFinder Operator/Human Resources Associate

I, _____
(Print Name) Employee Number

_____ **will be** returning for the **2009/2010** school year and I agree to attend the required Refresher Compliance Training at the Workshop on August 5, 2009

_____ **will be** returning for the **2009/2010** school year, but can not attend the Workshop. I will attend the required Refresher Compliance Training at an area school before September 30, 2009.

_____ **will not be** returning for the **2009/2010** school year. Please remove my name as an active Substitute.

_____ **Add** the new school **Manchester Valley High School** to my Profile

Signature: _____ Date: _____

PLEASE RETURN BY JULY 1, 2009

You may send in the School Pony or mail to the above address.
Attention: Susan Schwerer, Department of Human Resources