

Coversheet
Request for Provisional Non-Renewal
2009-2010

I am requesting that the following licensed employee's contract be non-renewed at the end of the current contract year. (DP316NEG: Orderly Termination Procedures-Certificated) *The documentation attached constitutes only suggestions and recommendations. These suggestions should not be construed as constituting any additional employee rights or imposing any additional obligations on the Jordan School District.*

Principal's Signature _____ Date _____

Employee's Name: _____ School _____

Employee's Status: JSD Employment Year 1 2 3 ARL ATP-Special Ed
Employee's Track if Year Round _____

Submit Copy of JPAS Folder

JPAS Orientation Completed Date _____

1st Evaluation Completed Date of Professional Development Meeting _____

2nd Evaluation Completed Date of Professional Development Meeting _____

Submit Mentor Teacher Contract Name _____

Date Assigned _____

Submit Copy of JPAS Feedback Reports (*this year only*)

Submit Documentation for employee improvement (Check all that apply and attach documentation)

Remediation strategies used – i.e. JPAS Feedback Report Addendum, signed memo, signed letters of concern, etc.

Resources & assistance provided – i.e. JPAS Feedback Report Addendum, signed memo, signed letters of concern, etc.

Consulting Educator Request Form (Optional) Name _____

Or evidence Educator denied assistance.

Date Assigned _____

Verify that Educator is not on probation (Teachers on probation cannot be non-renewed because of due process procedures.)

Above items attached to coversheet and submitted to HR prior to the deadline - **March 12, 2010.**

HR Use Only

Reviewed by: LeMaster Hansen Evans _____

Provisional Status Extension Approved
Provisional Status Extension letter sent to principal for teacher signature and distribution

Provisional Status Extension Denied
Principal notified by _____

June LeMaster _____ Date _____