


Total Years of District Experience 
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**REDUCTION-IN-STAFF
 ELEMENTARY**
 Licensed Employees

Name: _____ Home Phone: _____

Address: _____ City: _____ Zip: _____

School: _____ Current Assignment: _____ Full time Part time

License: _____ Endorsements: _____

*RIS teachers will be placed in positions for which they are qualified.

Involuntary RIS	Voluntary RIS
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Assignment Preference: Assignment preferences will be considered, but not guaranteed.

Grade Preference: 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____ 5th Choice _____

Contract Preference: Full time Part time Extended

Feeder System Preference: Bingham K-12 Copper Hills K-12 Herriman K-12
 Riverton K-12 West Jordan K-12

Calendar Preference: Year-Round Traditional

Specific Elementary School Preference:

1. _____ 3. _____
 2. _____ 4. _____

Middle School Preference: If you have proper licensure and are requesting transfer to a middle school, in order of your preference, indicate the schools to which you are requesting transfer.

1. _____ 3. _____
 2. _____ 4. _____

TEACHERS, PLEASE NOTE

- ❖ Reduction-in-Staff (RIS) is the procedure used to provide a teaching position in the District. The Licensed Transfer Request is the procedure that provides educators the opportunity of applying for advertised positions.
- ❖ If RIS educators decline a position offer, they will not be guaranteed a position in Jordan School District.
- ❖ Voluntary Reduction-in-Staff educators do not have the “return to school” option.
- ❖ RIS teachers moving from a traditional to a year-round school, whose payment is received in 12 increments, will receive a double payment in August.
- ❖ RIS teachers moving from a year-round to a traditional school will not receive a payment in August, unless they complete and submit to their respective district the thirteen pay request form. Forms are available from your principal or on JSD website: <http://hr.jordandistrict.org/documents/Open-HRForms/LicensedHiring/12or13payoptionform.pdf>

Submit the RIS form to Jordan School District Human Resources Office.

 Teacher's Signature Principal's Signature

 Date