

JORDAN SCHOOL DISTRICT
9361 South 300 East, Sandy, Utah 84070
Department of Human Resources

EDUCATOR'S INTENT TO RETURN

In order for the Department of Human Resources for both Jordan School District and Canyons School District to make staffing arrangements for the 2009-2010 school year, it will be necessary for you to declare your intent to return. Please complete this form and **return it to your school principal by Wednesday, February 25, 2009.** (The school principal must file it with the Department of Human Resources of their respective district, Jordan or Canyons by Friday, **February 27, 2009.**) District mail service will deliver to both districts.

YES, I will be returning to the District for the 2009-2010 school year.

NO, I will not be returning to the District for the 2009-2010 school year.

If you are certain you are **not** returning and are able to declare so at this time, **attach a letter of resignation or a leave of absence request form.**

If you want this information kept confidential for the time being, make certain that you state such on the form and inform your principal at the time you turn in the form.

If you were a "**Reduction in Staff**" (RIS) teacher within the last two years, please complete the following:

YES, I would like to return to my former school, which is _____.

Date of my RIS Transfer _____

NO. I wish to remain where I am currently assigned.

Name of Educator (print) _____

School _____ Current Assignment _____

Signature of Educator _____ Date _____

NOTE: Submitting a resignation now for the end of the school year will NOT affect the educator's insurance. Insurance for educators who give notification that they will be resigning at the **end** of the school year will be covered through the end of their contract term (7/31/09 for educators on Year-Round contracts and 8/31/09 for those on Traditional contracts).