School Letterhead

**Licensed Voluntary Assignment Change Job Offer Confirmation**

Employee Name: Current Assignment:

School/Department: Principal:

Available Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I voluntarily accept the position identified above for the 2025-26 school year.

I voluntarily decline the position identified above for the 2025-26 school year.

By rejecting the position offered, I understand I am not eligible for protections outlined in DP 327 NEG-Reduction in Licensed Staff. However, I may continue to apply for available transfer positions.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please make three copies of this signed document. Keep one for your records, give one to the employee and scan or email a copy to Human Resources.

You must submit a change form in Skyward for this change to take effect for the following school year.

Elementary [jane.olsen@jordandistrict.org](mailto:jane.olsen@jordandistrict.org)

Secondary [brittany.bauer@jordandistrict.org](mailto:brittany.bauer@jordandistrict.org)