

## Request for Provisional Status Non-Renewal OR Extension

I am requesting the following action in relation to the below mentioned licensed employee's provisional status. This request and the documentation attached constitutes a request only. Your request will be evaluated to ensure all policy provisions are followed.

<input type="checkbox"/> <b>Non-Renewal</b> <a href="#">DP316 NEG- Orderly Termination Procedures- Licensed</a>	<input type="checkbox"/> <b>Provisional Status Extension</b> <a href="#">DP313 NEG – Provisional and Probationary Licensed Personnel</a>
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Employee's Name: _____	School : _____
Employee's Licensure Status: <input type="checkbox"/> Professional	<input type="checkbox"/> Associate <input type="checkbox"/> LEA Specific
JSD Employment Year: <input type="checkbox"/> 1	<input type="checkbox"/> 2 <input type="checkbox"/> 3
(Previously Extended Educators) <input type="checkbox"/> 4	<input type="checkbox"/> 5

☐ **Submit Copy of JPAS Evidence/Artifacts**

- ☐ Crucial Policy Review Completion
- ☐ 1st Evaluation Completed
- ☐ 2nd Evaluation Completed
- ☐ Submit Mentor Teacher Contract
- ☐ **OR**, Instructional Coach Assignment

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

☐ **Submit an employee signed Written Warning or Summary of Meeting – REQUIRED**

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

- ☐ Remediation strategies used – i.e. JPAS Feedback Report Addendum, signed memo etc.
- ☐ Resources & Plan for Improvement provided – i.e. JPAS Plan for Improvement, signed memo, assigned school mentor, etc.
- ☐ Consulting Educator Request Form
- ☐ **OR**, Evidence of Refusal

☐ **Verify that Educator is not on probation (*Teachers on probation are not eligible.*)**

☐ **Other Supporting Documentation, if applicable**

☐ **Attach Supporting Documentation to coversheet and submit to Administrator of Schools prior to the deadline**

Date: \_\_\_\_\_

Date of Professional Development Meeting: \_\_\_\_\_

Date of Professional Development Meeting: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Name: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Name: \_\_\_\_\_

**Submit form to Administrator of Schools by March 23<sup>rd</sup>, 2026. Due to HR by March 27<sup>th</sup>, 2026.**

Principal's Signature: \_\_\_\_\_ Date : \_\_\_\_\_

<b>Administrator of Schools Review:</b> Date form received by AOS: _____ Reason: <div style="border: 1px solid black; width: 400px; height: 40px; margin-top: 5px;"></div>	
Non-Renewal/Extension Request:    Approved    Denied Administrator of Schools Signature: _____ Date: _____	
<b>Human Resource Review:</b> Date form received by HR: _____ Reason: <div style="border: 1px solid black; width: 400px; height: 40px; margin-top: 5px;"></div>	
Non-Renewal/Extension Request:    Approved    Denied HR Administrator Signature: _____ Date: _____	

<b>HR Use Only</b>	
Non-Renewal/Extension letter set to principal for teacher signature	Date: _____
Signed Non-Renewal letter returned to Human Resources	Date: _____