JORDAN Human Resources

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employment.jordandistrict.org
April Gaydosh, Administrator of Human Resources

PROVISIONAL STATUS NON-RENEWAL OR EXTENSION REQUEST

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.

PRINCIPAL DEADLINES — DO NOT MISS

DUE TO ADMINISTRATOR OF SCHOOLS	DUE TO HUMAN RESOURCES	PRINCIPAL NOTIFIES EMPLOYEE
March 22, 2027 Monday	**March 26, 2027** Friday	**April 7, 2027** Wednesday

STEP 1 — REQUEST TYPE (check one)

☐ **Non-Renewal** DP316 NEG – Orderly Termination Procedures – Licensed

☐ **Provisional Status Extension** DP313 NEG – Provisional and Probationary Licensed Personnel

STEP 2 — EMPLOYEE INFORMATION

Employee's Name _____ **School** _____

Licensure Status ☐ Professional ☐ Associate ☐ LEA Specific

JSD Employment Year ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (4–5: previously extended educators)

STEP 3 — REQUIRED DOCUMENTATION (check each item and attach)

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

- ☐ Crucial Policy Review Completion — Date _____
- ☐ 1st Evaluation Completed — Date of PD Meeting _____
- ☐ 2nd Evaluation Completed — Date of PD Meeting _____
- ☐ Submit Mentor Teacher Contract — Date Assigned _____
- ☐ **OR**, Instructional Coach Assignment — Name _____

☐ **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 — Date Assigned _____
- ☐ **OR**, Evidence of Refusal — Name _____

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

☐ **Other supporting documentation, if applicable**

☐ **Attach supporting documentation to this coversheet and submit to the Administrator of Schools prior to the deadline**

Principal's Signature _____ **Date** _____

Submit to the Administrator of Schools by **March 22, 2027** • Due to HR by **March 26, 2027** • Notify employee by **April 7, 2027**

ADMINISTRATOR OF SCHOOLS REVIEW (office use)

Date received by AOS _____

Request ☐ Approved ☐ Denied

AOS Reason _____

AOS Signature _____ **Date** _____

HUMAN RESOURCES REVIEW (office use)

Date received by HR _____

Request ☐ Approved ☐ Denied

HR Reason _____

HR Signature _____ **Date** _____

HR USE ONLY

Non-Renewal/Extension letter sent to principal for teacher signature **Date** _____

Signed Non-Renewal letter returned to Human Resources **Date** _____