

## LICENSED REDUCTION IN STAFF (RIS) FLOWCHART & TIMELINE

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- Review FTE Version 1.0 to determine # of potential RIS's by grade level/subject
- Determine # of teachers resigning
- **01/15/2024** - Remind teachers of the early notification incentive
- Invite potential RIS's to the Teacher Transfer Fair in February
- If employee requests to reduce FTE, complete the [Licensed Voluntary Assignment Change Offer Form](#)

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- **02/07/2024** – FTE V 2.0
- **02/12/2024** – [Teacher/Educator Transfer Fair](#)
  - Potential RIS's can be interviewed and/or hired
- Ask for volunteers to be RIS'd
- **02/15/2024** - Remind teachers of the early notification incentive
- Use [RIS Rubric Criteria for Teachers](#) to develop your school rubric with AOS/HR input
- By **02/27/2024** – Principal completes and submits RIS [Licensed RIS Request Form](#) to the AOS

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- By **03/5/24** – RIS forms due to HR from AOS
- If approved, HR will prepare the RIS/RIF Notification Letter and send to the principal
- By **03/15/24** – Principal meets with RIS employee to:
  1. Issue the [RIS/RIF Notification Letter](#)
  2. Complete the [RIS Right to Return Form](#)
    - Option 1-Employee confirms if he/she wants to return to the school if a position opens during the transfer window
    - Option 2-Employee confirms if he/she wants to be a substitute the following year
- If a position becomes available by **08/01/2024**, offer the position to the RIS'd teacher
  1. If the position is accepted or declined, principal must complete the [RIS-Job Offer Confirmation Form](#)