School Letterhead

**Reduction in Staff (RIS) Job Offer Confirmation**

Employee Name: Job Title:

School/Department: Principal:

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

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

By accepting this position, I understand that Jordan School District is relieved of any further obligation under DP 327 NEG-Reduction in Licensed Staff.

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

By rejecting the position offered, I understand that Jordan School District is relieved of any further obligation under DP 327 NEG-Reduction in Licensed Staff. However, I may continue to apply for available positions.

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

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

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

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

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