JORDAN Human Resources

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April Gaydosh, Administrator, Human Resources

REDUCTION IN STAFF (RIS): LICENSED EMPLOYEE REQUEST FORM

In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may be necessary to initiate a RIS (DP327 NEG). Principal completes one form for each RIS requested. HR will notify you of approval/denial; if approved, the principal notifies the licensed employee.

PRINCIPAL DEADLINES — DO NOT MISS

DUE TO ADMINISTRATOR OF SCHOOLS	DUE TO HUMAN RESOURCES	PRINCIPAL NOTIFIES EMPLOYEE
Feb. 26, 2027 Friday	**March 5, 2027** Friday	**March 15, 2027** Monday

STEP 1 — EMPLOYEE INFORMATION

School/Department _____ **Employee Name** _____

Employee FTE _____

STEP 2 — LICENSE INFORMATION (check all that apply)

- ☐ Professional
- ☐ *Associate
- ☐ *LEA Specific
- ☐ Elementary Ed K-8
- ☐ Early Childhood Ed
- ☐ CTE
- ☐ Secondary Ed
- ☐ Special Education

**Should have a one-year Temp Agreement. Not eligible for RIS.*

STEP 3 — CURRENT ASSIGNMENT

Current Assignment(s)	Grade Level(s)	Additional Assignments & Duties (List & Define Roles)

STEP 4 — EMPLOYEE STANDING

Would you rehire? ☐ Yes ☐ No

If no, explain why:

Current disciplinary issues? ☐ Yes ☐ No

If yes, describe:

STEP 5 — REASON(S) FOR RIS REQUEST (check all that apply)

- ☐ Declining enrollment
- ☐ School consolidation
- ☐ Loss/Reduction of program/service
- ☐ Other unforeseen circumstances
- ☐ Shortage of anticipated revenue

Describe reason _____

STEP 6 — SUPPORTING DOCUMENTATION (attach the following)

- ☐ RIS Rubric **REQUIRED** (attach ALL rubrics used to determine RIS)
- ☐ Employee Evaluation(s) Results **REQUIRED** [JPAS] (current contract year or last available)
- ☐ Signed Written Warning(s)/Reprimand
- ☐ Other: **Skyward Licensure Report of ALL impacted educators**

Clearly describe why this employee is recommended for a RIS.

Principal Signature _____ **Date Submitted to AOS** _____

Submit to the Administrator of Schools by **February 26, 2027** • Due to HR by **March 5, 2027**

ADMINISTRATOR OF SCHOOLS REVIEW (office use)

Date received by AOS _____

RIS Request ☐ Approved ☐ Denied

AOS Reason _____

AOS Signature _____ **Date** _____

HUMAN RESOURCES REVIEW (office use)

Date received by HR _____

RIS Request ☐ Approved ☐ Denied

HR Reason _____

HR Signature _____ **Date** _____