



DATE: May 1, 2017
TO: Certificated & Classified Substitutes
FROM: Tracy Newby – Payroll Specialist
RE: NOTIFICATION OF REASONABLE ASSURANCE

We are pleased to notify you that you have reasonable assurance of returning with the Meridian School District #505 as a substitute for the 2017-2018 school year.

Employment with our district calls for several customary vacation/recess periods during the school year. Following each of these periods, as established by the 2017-2018 school calendar, you will remain as a substitute for the district.

Thanksgiving Break – 11/23/17 through 11/24/17
Christmas Break – 12/18/17 through 01/01/18
Midwinter Break – 02/16/18 through 02/19/18
Spring Break – 04/02/18 through 04/06/18

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any.

We look forward to your return, and hope you have an enjoyable summer vacation.

PLEASE COMPLETE AND RETURN TO TRACY NEWBY BY 08/01/2017

VERIFICATION OF RECEIPT

I hereby acknowledge receipt of this notice.

I wish to be a substitute for the 2017-2018 school year: _____ Yes _____ No

Print name

Employee Signature

Date