

DATE: June 16, 2020

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 2020-2021 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 2020-2021 school calendar, you will remain as a substitute for the district.

Christmas Break – 12/21/20 through 1/01/21

Midwinter Break – 2/12/21 through 2/15/21

Spring Break – 4/05/21 through 4/09/21

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any. For your convenience, a copy of the 2020-2021 school calendar is attached.

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

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**PLEASE COMPLETE AND RETURN TO KAITLYN MICHAELSON BY**

**08/15/2020**

VERIFICATION OF RECEIPT

I hereby acknowledge receipt of this notice.

I wish to be a substitute for the 2020-2021 school year: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date