

Request for Provisional Status Non-Renewal OR Extension

I am requesting the following action in relation to the below mentioned licensed employee's provisional status. This request and the documentation attached constitutes a request only. Your request will be evaluated to ensure all policy provisions are followed.

<input type="checkbox"/> Non-Renewal DP316 NEG- Orderly Termination Procedures- Licensed	<input type="checkbox"/> Provisional Status Extension DP313 NEG – Provisional and Probationary Licensed Personnel
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Employee's Name: _____ School : _____

Employee's Licensure Status: Professional Associate LEA Specific

JSD Employment Year: 1 2 3

(Previously Extended Educators) 4 5

Submit Copy of JPAS Evidence/Artifacts

- Crucial Policy Review Completion
- 1st Evaluation Completed
- 2nd Evaluation Completed
- Submit Mentor Teacher Contract
- OR**, Instructional Coach Assignment

Date: _____

Date of Professional Development Meeting: _____

Date of Professional Development Meeting: _____

Date Assigned: _____

Name: _____

Submit Copy of JPAS Feedback Reports (*this year only*)

Submit an employee signed Written Warning or Summary of Meeting – REQUIRED

Submit Documentation for employee improvement (*Check all that apply and attach documentation*)

- Remediation strategies used – *i.e. JPAS Feedback Report Addendum, signed memo etc.*
- Resources & Plan for Improvement provided – *i.e. JPAS Plan for Improvement, signed memo, assigned school mentor, etc.*
- Consulting Educator Request Form
- OR**, Evidence of Refusal

Date Assigned: _____

Name: _____

Verify that Educator is not on probation (*Teachers on probation are not eligible.*)

Other Supporting Documentation, if applicable (*e.g. Letter of Authorization Notification(s)*)

Attach Supporting Documentation to coversheet and submit to Administrator of Schools prior to the deadline

Submit form to Administrator of Schools by March 24th, 2025. Due to HR by March 28th, 2025.

Principal's Signature: _____ Date : _____

<p style="text-align: center;">Administrator of Schools Review:</p> <p>Date form received by AOS: _____ Reason: _____</p> <p>Non-Renewal/Extension Request: Approved Denied</p> <p>Administrator of Schools Signature: _____ Date: _____</p>	<div style="border: 2px solid black; height: 40px; width: 100%;"></div>
<p style="text-align: center;">Human Resource Review:</p> <p>Date form received by HR: _____ Reason: _____</p> <p>Non-Renewal/Extension Request: Approved Denied</p> <p>HR Administrator Signature: _____ Date: _____</p>	<div style="border: 2px solid black; height: 40px; width: 100%;"></div>

HR Use Only	
Non-Renewal/Extension letter set to principal for teacher signature	Date: _____
Signed Non-Renewal letter returned to Human Resources	Date: _____