

## 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 <a href="#">DP316 NEG- Orderly Termination Procedures- Licensed</a>	<input type="checkbox"/> Provisional Status Extension <a href="#">DP313 NEG – Provisional and Probationary Licensed Personnel</a>
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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 24<sup>th</sup>, 2025. Due to HR by March 28<sup>th</sup>, 2025.**

Principal's Signature: \_\_\_\_\_ Date : \_\_\_\_\_

<p style="text-align: center;"><b>Administrator of Schools Review:</b></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;"><b>Human Resource Review:</b></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>

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