

# Licensed Reduction in Staff (RIS) Timeline

## Phase 01

### January

- ▶ Review FTE Version 1.0 to determine # of potential RIS's by grade level/subject
- ▶ Determine # of teachers resigning. Remind teachers of the early notification incentive **01/15/2025**.
- ▶ Invite all teachers to the Teacher Transfer Fair in February
- ▶ If employee requests to reduce FTE, complete the Licensed Voluntary Assignment Change Offer Form

## Phase 02

### February

- ▶ Review FTE Version 2.0
- ▶ **02/24/2025** - Teacher Transfer Fair  
- Potential RIS's can be interviewed and/or hired.
- ▶ Remind teachers of the early notification incentive **02/15/2025**.
- ▶ Ask for volunteers to be RIS'd
- ▶ Use RIS Rubric Criteria for Teachers to develop you school rubric with AOS/HR input.
- ▶ By **02/27/2025** - Principal completes and submits Licensed RIS Request Form to AOS.

## Phase 03

### March

- ▶ **March 5th, 2025**  
RIS forms due to HR from AOS  
If approved, HR will prepare the RIS/RIF notification letter and send to the principal
- ▶ **March 15th, 2025**  
Principal meets with RIS employee to:
  1. Issue the RIS/RIF Notification Letter
  2. Complete the RIS Right to Return Form
    - a. Option 1 - Employee confirms if he/she wants to return to the school if a position opens during the transfer window.
    - b. Option 2 - Employee confirms if he/she wants to be a substitute the following year.
- ▶ **August 1st, 2025**  
If a position becomes available prior to this date, offer the position to the RIS'd teacher.
  1. If the position is accepted or declined, principal must complete the RIS - Job Offer Confirmation Form

