



SOUTH COAST EDUCATION SERVICE DISTRICT

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To: Substitutes

From: Tenneal Wetherell, Superintendent SCESD

Subject: Notification of Scheduled Term/Recess Periods and willingness to Substitute

The ESD will again compile a substitute teacher list for the Coos County School Districts, Curry County School Districts and Reedsport School District for the upcoming school year. Please indicate in the space below your willingness to be placed on our substitute list for September.

Employment with Coos and Curry County School Districts, Reedsport School District and the ESD calls for several customary vacation or recess periods during the academic year. Following each of these periods, as established by the current school calendar, we expect that you will perform services in the same or similar capacity for the school districts and ESD as you did prior to such year, term or period. Please complete and return the Verification of Receipt.

THIS NOTIFICATION IS NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OR TO ALTER AN EXISTING CONTRACT OF EMPLOYMENT IF ANY.

PLEASE DETACH AND RETURN THIS PORTION TO THE SOUTH COAST ESD SUPERINTENDENTS OFFICE.

_____ Yes, please place me on your substitute list for the upcoming school year.

_____ No, please remove my name from your substitute list for the upcoming school year.

VERIFICATION OF RECEIPT:

I acknowledge receipt of notice by the School Districts and South Coast ESD that they intend to observe the established and customary recess periods in the current school year, and that I am expected to continue working for the schools to perform services as I did before in the same or similar capacity following such recess periods. I UNDERSTAND THAT THIS IS NOT A CONTRACT OF EMPLOYMENT AND I AFFIRM THAT NO OTHER REPRESENTATIONS, EXPRESS OR IMPLIED, HAVE BEEN MADE TO ME.

Printed Name

Signature

Date