



South Coast ESD  
 1350 Teakwood, Coos Bay, OR 97420  
 541-266-3951 Fax: 541-266-4040  
<http://www.scesd.k12.or.us/classified-substitutes/>

To: Substitutes

From: Charis McGaughy, Interim Superintendent SCESD

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

The ESD will again compile a substitute list for the South Coast Educational Service 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 the ESD calls for several customary vacation or recess periods during the academic year. Following each of these periods, as established by the 2021-2022 school calendar, we expect that you will perform services in the same or similar capacity for the school district 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.

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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 South Coast ESD that they intend to observe the established and customary recess periods in the 2021-2022 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