



THE DIOCESE OF YAKIMA • PASTORAL OFFICE  
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

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## Memo

To: \_\_\_\_\_ School Staff

From: \_\_\_\_\_, School Principal

Date: \_\_\_\_\_

RE: Intent to return for the **2024-2025** School Year

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In order to begin planning for the **2024 – 2025** school year, we need to know whether you are interested in returning to serve at \_\_\_\_\_ (**name of school**). Please complete this intent to return form, make a copy for your records, and return it to me no later than \_\_\_\_\_ (**date**). Please be aware that by completing this form you are **NOT** guaranteed employment for the **2024-2025** school year. The sole purpose is for us to have early notification from those of you who are no longer interested in employment with us.

Certified Staff: Please remember it is your responsibility to keep your certificate current, and a copy filed with us.

If you have any questions about this form, please contact me. Thank you.

I, \_\_\_\_\_, would like to be considered for employment for the **2024-2025** school year.

I, \_\_\_\_\_, have chosen to seek employment elsewhere and do not wish to be considered for employment for the **2024-2025** school year.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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This document was last revised November 9, 2020.  
For the latest version of this document, please refer to the Diocese of Yakima website at [www.yakimadiocese.org](http://www.yakimadiocese.org)