



October 25, 2021

INTENT TO RETURN FORM

School Year 2021-2022 >> 22-23

In the month of November, all COJOWA Faculty and Staff members who are completing their contract terms submit this official intent to return to COJOWA for the following school year (2022-2023). It is important for the school to know your intentions as early as possible in order to secure quality replacements for members of our faculty. Below is the timeline that outlines this process:

- Faculty and staff are asked to indicate their intentions for 2022-2023 by November 3.
- COJOWA will attend three international recruitment fairs (Search Associates in November, AMISA in November & December, and UNI in January)
- The Contract Termination Notification letter for the 2021-22 school year will be delivered in the month of November 2021. This same letter will indicate our interest in having you continue at COJOWA for the 2022-23 school year if conditions allow.
- For faculty who are on an Improvement Plan, a letter of commitment from the school will not be provided until one's direct supervisor completes the final evaluation of expected progress as part of the Improvement Plan process.

Please check only one of the following options and return this form to the Human Resources Office before November 3rd, 2021.

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I definitely wish to renew my contract with COJOWA for the 22-23 school year

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I definitely do not plan to return to COJOWA for the 22-23 school year

Important Note:

Your signed intent to return signifies your commitment to work at COJOWA for the upcoming academic year if the school offers you an official contract. Choosing not to honor your commitment jeopardizes our ability to secure high-quality teachers and puts learning at risk for our students. Clear communication is critical if you are uncertain. Since COJOWA is part of an alliance of International Schools, the institution is required to inform recruiting agencies when teachers do not honor their signed commitment.

NAME	SIGNATURE	DATE