

<b>FAIRLAND BOARD OF EDUCATION</b>		<b>DOAC-E3</b>
<i>Adoption Date: August 14, 2023</i>	<i>Revision Date(s):</i>	<i>Page 1 of 1</i>

**SUPPORT PERSONNEL  
REASONABLE ASSURANCE OF EMPLOYMENT  
(Place on School Letterhead)**

**(Date – preferably before summer begins)**

RE: Reasonable Assurance for 2019-2020 School Year

Dear (Employee or Substitute):

On behalf of Fairland Public Schools, I would like to thank you for your service during the 2018-2019 school year. Your last working date before summer is \_\_\_\_\_. We intend to employ you in the same capacity for the 2019-2020 school year. School will resume on August \_\_\_, 2019.

In order to determine our personnel needs, please let us know if you **do not** intend to return for the upcoming school year by contacting \_\_\_\_\_ by \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
**(Signature of Superintendent or other person with authority)**

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Please return this portion to the Administration office:

\_\_\_ Yes, I intend to return for the 2019-2020 school year.

\_\_\_ No, I do not intend to return for the 2019-2020 school year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Date