

Lancaster City Schools
Request for Continuing Contract

DO NOT submit form if you have already been granted a continuing contract.

Date of Request _____

Staff Member (please print) _____

Building _____ Teaching Assignment _____

A unit member shall not be eligible for a continuing contract, nor be deemed employed under a continuing contract by operation of law, unless the unit member, no later than **December 15th** of the school year in which the unit member's employment contract is scheduled to expire, files with the Superintendent or designee, a letter of notification that he/she will meet all legal qualifications for a continuing contract prior to the regularly scheduled April Board meeting. Failure by the unit member to provide written notice of continuing contract eligibility by **December 15th** shall result in the unit member being eligible only for a limited contract should the unit member's contract be renewed in April of that year. The unit member may reapply for a continuing contract the following year but the Board reserves the right to deny a continuing contract during the term of a multi-year limited contract. If so, then the unit member may apply for a continuing contract by December 15th of the year in which said limited contract expires.

Unit members eligible for a continuing contract shall provide the Superintendent or designee official transcripts and necessary certificate/license no later than March 1st of the school year in which the unit member's employment contract is scheduled to expire.

The requirements in Article X, A. 3 and A. 4 shall be in addition to the requirements for continuing contract eligibility in ORC 3319.08 and ORC 3319.11.

Staff Member's Signature _____ Date _____

Building Principal's Signature _____ Date _____

TO BE COMPLETED BY ADMINISTRATION

Denied

Reason: Teaching License Course Work Length of Teaching Service In Multi-Year Contract

Approved for (contract year): _____ BOE Date: _____

Superintendent/Designee Signature _____ Date _____