

Upcoming Events and Opportunities - LICENSED

Valued Licensed Employee:

The Human Resource Department is contacting you with important information regarding upcoming events and opportunities.

LICENSE RENEWAL

Teachers and other educators whose educator license will expire on June 30, 2024, are encouraged to begin the license renewal process **IMMEDIATELY** by going to the USBE website <https://www.schools.utah.gov/licensing/renew>. You may begin reviewing the videos and forms; however, license renewals cannot be submitted to the USBE before January 2024. The District HR Department will send you reminders in November, January, and March. A FINAL reminder will be sent to you in April as a 4th and FINAL NOTICE & NOTICE OF TERMINATION should you not receive your license renewal certification **in CACTUS by June 30, 2024.**

DON'T DELAY – START THE PROCESS NOW!

LICENSED EARLY NOTIFICATION (Resignation or Retirement)

Licensed employees resigning/retiring at the end of the current contract year, who give official early notification in **SKYWARD – EMPLOYEE ACCESS**, will be eligible for a tiered incentive. To qualify, notification must be submitted **on or before** the following dates:

- **December 15, 2023 \$500.00**
- **January 15, 2024 \$300.00**
- **February 15, 2024 \$200.00**

The incentive will be paid on the last regular paycheck. Notifications of resignation/retirement received after the dates listed above will not qualify for an incentive. The official District “Notice of Resignation” form is found in Skyward Employee Access under “Task Processes”. Please see District policy [DP318](#) for more detailed information regarding resignations. If you do not know your Skyward username or password please contact the Help Desk at 801-567-8737.

Licensed employees who do not submit an official “Notice of Resignation” form in Skyward Employee Access with at least thirty (30) calendar days’ written notice WILL BE FINED \$500, which will be deducted from their final check. Informing your principal/school administrator either verbally or in writing is not sufficient. See District Policy [DP318](#) – Resignations - Licensed.

School/District Administrators must submit an official “Notice of Resignation” form in Skyward Employee Access with at least sixty (60) calendar days’ written notice WILL BE FINED \$500 in accordance with District Policy [DP318A](#) – Resignations-Administrators.

TEACHER TRANSFER FAIR

This year, the annual Teacher Transfer Fair is open to all CURRENT JSD teacher/educators AND student teachers, interns and those on a 1-year agreement. This event is for current Jordan School District teachers/educators seeking a new teaching/assignment opportunity! The transfer fair will be combined for both elementary and secondary teachers/educators.

Please come prepared with:

- 1) Your JSD ID badge – required to gain entry, AND
- 2) Copies of your resume available to distribute.

Come explore your options in JORDAN SCHOOL DISTRICT! [See attached flyer.](#)