

**Provisional Non-Renewal Deadline**  
**March 1**

## Request for Provisional Status Extension

I am requesting that the following licensed employee's provisional status be extended for one (1) contract year. (*DP313 – Provisional and Probationary Licensed Personnel*). The documentation attached constitutes only suggestions and recommendations. These suggestions should not be construed as constituting any additional employee rights or imposing any additional obligations on the Jordan School District.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name: \_\_\_\_\_ School \_\_\_\_\_

Employee's Status: JSD Employment Year  1  2  3 ( 4  5 Previously Extended)  ARL  
 ATP-Special Ed  Temporary License

Employee's Track if Year Round \_\_\_\_\_

**Submit Copy of JPAS Folder**

- JPAS Orientation Completion Date \_\_\_\_\_
- 1<sup>st</sup> Evaluation Completed Date of Professional Development Meeting \_\_\_\_\_
- 2<sup>nd</sup> Evaluation Completed Date of Professional Development Meeting \_\_\_\_\_
- Submit Mentor Teacher Contract Name \_\_\_\_\_  
Date Assigned \_\_\_\_\_

**Submit Copy of JPAS Feedback Reports (*this year only*)**

**Submit an employee signed Letter of Concern or Summary of Meeting – REQUIRED**

**Submit Documentation for employee improvement** (*Check all that apply and attach documentation*)

- Remediation strategies used – *i.e. JPAS Feedback Report Addendum, signed memo etc.*
- Resources & Plan for Improvement provided – *i.e. JPAS Plan for Improvement, signed memo, assigned school mentor, etc.*
- Consulting Educator Request Form Name \_\_\_\_\_  
or evidence of refusal. Date Assigned \_\_\_\_\_

**Verify that Educator is not on probation** (*Teachers on probation cannot be non-continued because of due process procedures.*)

**Other Documentation if applicable** (*e.g. Letter of Authorization Notification(s)*)

**Above items attached to coversheet and submitted to Administrator of Schools prior to the deadline - **March 1.****

*There is a legitimate non-discriminatory reason for this status extension.*

Administrator of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by:  LeMaster  Hamblin

**Provisional Status Extension Approved**

**Provisional Status Extension Denied**

Provisional Status Extension letter sent to principal for teacher signature and distribution on: