

## Upcoming Events and Opportunities

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 license will expire on June 30, 2022, are encouraged to begin the license renewal process **IMMEDIATELY** by going to the USBE website <https://secure.utah.gov/elr/welcome.html>. Personal letters regarding license renewal information have already been sent out.

### **EARLY NOTIFICATION (Resignation or Retirement)**

Employees resigning/retiring at the end of the current contract year, that give official early notification of resignation/retirement, will be eligible for a tiered incentive. To qualify, notification must be submitted online **on or before** the following dates:

- **December 15, 2021**     **\$500.00**
- **January 15, 2022**    **\$300.00**
- **February 15, 2022**   **\$200.00**

The incentive will be paid on the last regular paycheck. Notifications of resignation or retirement received after the dates listed above will not qualify for an incentive. The official District resignation/retirement notification form is found in Skyward under “Employee Access”. 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.

### **TEACHER TRANSFER FAIR**

The annual Teacher Transfer Fair is for current Jordan School District teachers seeking a new teaching opportunity! The transfer fair will be combined for both elementary and secondary teachers. Please have copies of your resume available to distribute. Your JSD ID badge is required to gain entry. Come explore your options!

**Transfer Fair  
Elementary & Secondary  
Elk Ridge Middle School  
February 15, 2022  
4: 00 p.m. – 6:30 p.m.**