

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, 2018, are encouraged to begin the license renewal process **IMMEDIATELY** by going to the USBE website <https://www.schools.utah.gov/curr/licensing/maintaining>. Personal letters regarding license renewal information have already been sent out.

EARLY NOTIFICATION (Resignation/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, 2017** **\$500.00**
- **January 15, 2018** **\$300.00**
- **February 15, 2018** **\$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 resignation/retirement notification 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.

TEACHER TRANSFER FAIR

The annual Teacher Transfer Fair is for current Jordan School District teachers seeking a new teaching opportunity! Please have copies of your resume available to distribute at the Fair and remember to bring your ID badge. Come explore your options!

ELEMENTARY TRANSFER FAIR

February 20, 2018
4:30-6:00 PM

Columbia Elementary
3505 West 7800 South
West Jordan, Utah

SECONDARY TRANSFER FAIR

February 20, 2018
4:00-5:30 PM

Elk Ridge Middle School
3659 West 9800 South
South Jordan, Utah

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