



DATE: May 1, 2018  
TO: Certificated & Classified Substitutes  
FROM: Tracy Newby – Payroll Specialist  
RE: NOTIFICATION OF REASONABLE ASSURANCE

We are pleased to notify you that you have reasonable assurance of returning with the Meridian School District #505 as a substitute for the 2018-2019 school year.

Employment with our district calls for several customary vacation/recess periods during the school year. Following each of these periods, as established by the 2018-2019 school calendar, you will remain as a substitute for the district.

Thanksgiving Break – 11/22/18 through 11/23/18  
Christmas Break – 12/21/18 through 01/04/19  
Midwinter Break – 02/15/19 through 02/18/19  
Spring Break – 04/01/19 through 04/05/19

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any.

We look forward to your return, and hope you have an enjoyable summer vacation.

---

**PLEASE COMPLETE AND RETURN TO TRACY NEWBY BY 08/01/2018**

VERIFICATION OF RECEIPT

I hereby acknowledge receipt of this notice.

I wish to be a substitute for the 2018-2019 school year: \_\_\_\_\_ Yes \_\_\_\_\_ No

---

Print name

---

Employee Signature

---

Date