



DATE: April 25, 2016  
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 2016-2017 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 2016-2017 school calendar, you will remain as a substitute for the district.

Thanksgiving Break – 11/24/16 through 11/25/16  
Christmas Break – 12/19/16 through 01/02/17  
Midwinter Break – 02/17/17 through 02/20/17  
Spring Break – 04/03/17 through 04/07/17

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.

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**PLEASE COMPLETE AND RETURN TO TRACY NEWBY BY 07/01/2016**

VERIFICATION OF RECEIPT

I hereby acknowledge receipt of this notice.

I wish to be a substitute for the 2016-2017 school year: \_\_\_\_\_ Yes \_\_\_\_\_ No

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Print name

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Employee Signature

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Date