

CLEVELAND METROPOLITAN SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

CONTINUING CONTRACT REQUEST FORM - FOR THE 2015-2016 SCHOOL YEAR

Please Print:

Employee SS#: XXX-XX-_____

Last Name: _____

First Name: _____

Worksite: _____

Job Title: _____

Home Address: _____

City: _____

State: _____

Zip Code: _____

Home Phone: _____

Cell Phone/Other: _____

Please read and answer the question below only if you have held a Continuing Contract in another District:
If you have held a continuing contract in another District, have you also worked for the Cleveland Metropolitan School District (CMSD) for at least two complete school years?: ☐ **YES** ☐ **NO**

Signature of Employee

Date

APPLICATIONS FOR CONTINUING CONTRACT MUST BE SUBMITTED NO LATER THAN SEPTEMBER 15TH OF THE YEAR THE TEACHER BECOMES ELIGIBLE FOR A CONTINUING CONTRACT (this means the third or seventh year depending upon when the initial license was issued).

Applicants must:

- 1. Include a copy of valid certificate/license.**
- 2. If no Master's degree attained:**
 - a. Include sealed transcripts with conferred Bachelor's degree date and thirty (30) semester hours after issuance of initial certificate/license.**
- 3. If Master's degree attained prior to issuance of initial certificate/license:**
 - a. Include sealed transcripts with *conferred* Master's degree date and six (6) semester hours of graduate coursework after issuance of initial certificate/license.**
- 4. If Master's degree attained after issuance of initial certificate/license:**
 - a. Include sealed transcripts with *conferred* Master's degree date and thirty (30) semester hours of graduate coursework after issuance of initial certificate/license.**

Please note that certificates, licenses, and/or transcripts(s) will not be retrieved from the employee file. Please do not have transcripts sent directly to CMSD.

This signed form along with all required documentation must be mailed and received by September 15, 2014. Mail to:

Cleveland Metropolitan School District, Human Resources Department
Room 1800, 1111 Superior Ave E, Cleveland, Ohio 44114

Rev. 08/08/14/mm