

CLEVELAND METROPOLITAN SCHOOL DISTRICT
TALENT DEPARTMENT

CONTINUING CONTRACT REQUEST FORM - FOR THE 2019-2020 SCHOOL YEAR

Please Print:

Employee ID#: _____

Last Name: _____

First Name: _____

Worksite: _____

Job Title: _____

Principal/Manager: _____

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 17TH 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 received by Monday, September 17th, 2018 at 5:00pm. Mail or drop of to (after school hours):

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