



Douglas Public Schools

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Paul D. Vieira, Ed.D., Superintendent of Schools
John Calabresi, Director of Technology Cortney Keegan, Business & Operations Manager
Cindy Socha, Curriculum Director Kimberly Merrick, Director of Special Education & Student Support Services

TO: All Teachers, Administrators and Non-Instructional Personnel
FROM: Paul D. Vieira, Ed.D., Superintendent of Schools
RE: Change-In-Status Form
DATE: November 23, 2022

In order for the School Administration to prepare for the 2023-2024 School Budget and **anticipate** any changes in personnel which may occur, **all** teaching, administrative, and non-instructional personnel are asked to complete this form and forward it to my office by **Friday-December 2, 2022**. Please check the items which are appropriate for you.

Thank you for your cooperation in this matter.

All Teachers and Administrators

- I expect to request a **leave of absence** at or before the end of this school year.
- I will have successfully completed the requirements **before September 1, 2023** to qualify for a change in salary schedule classification from _____ to _____.

All Personnel

- I intend to **resign** at the end of the current school year.
Reason: _____
- At present, I plan to **retire** at the end of the current school year 2022-2023.
- At present, I plan to **retire** at the end of the next school year 2023-2024.
- No anticipated change in status.

_____ Signature	_____ Name (Printed)
_____ Grade	_____ School
	_____ Date

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