



*Brent Roark, Superintendent*

251 Ball Park Road  
Harlan, Kentucky 40831-1753  
Phone (606) 573-4330  
Fax (606) 573-5767

May 1, 2018

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Substitute Aides and Custodian:

As we close the 2017-2018 school year, we wish to express our appreciation for the services you rendered as a substitute aides and custodians.

We wish to inform you of reasonable assurance for employment as a substitute teacher in our school system for the 2018-2019 school year.

**ATTENTION!**

**To be eligible to substitute teach aide and substitute custodian during the 2018-2019 school year:**

- 1) You must sign and return this letter indicating your intent to substitute during the 2018-2019 school year.
- 2) Sign and return one copy of the two enclosed Limited Contracts of Employment.
- 3) Complete restraint/seclusion training for 2018-19. This may be done at your home school or complete online training and print certificate at the following website: <http://www.pbs.org/teacherline/catalog/>  
This update training will be available after July 1, 2018.
- 4) Complete "Recognizing and Reporting Child Abuse and Neglect" Training at the following website <http://education.ky.gov/teachers/PD/Pages/childabuseneglect.aspx> and sign the enclosed Acknowledgement form.

**Failure to return these items by JULY 15, 2018 will result in the removal of your name from our substitute list.**

We hope you have an enjoyable summer.

Sincerely,

*Joyce Kirk*

Account Manager

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\_\_\_\_\_ I **DO** plan to work as a substitute for the school system during the 2018-2019 school year.

\_\_\_\_\_ I **DO NOT** wish to substitute for your school system during the 2018-2019 school year. Please accept this as my resignation.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Date