



Adelanto Elementary School District

11824 Air Expressway, Adelanto, California 92301
Phone: 760-246-8691 Fax: 760-246-4259 Web: www.aesd.net

*Superintendent
Dr. Edwin Gomez*

*Board of Trustees
Evelyn Glasper, President
Holly Eckes, Clerk
Debra S. Jones, Member
Jayson Hughes, Member
Christine Turner, Member*

(PLEASE PRINT LEGIBLY)

To: _____
Last Name First Name School Site

From: _____

NOTICE OF INTENT TO RETURN FOR 2017-2018 SCHOOL YEAR

Please be advised that Education Code §44842, a copy of which is on the back of this notice, provides that certificated employees are to provide notice prior to July 1, 2017, of their intent to remain or not to remain in the service of the Adelanto Elementary School District for the 2017-2018 school year.

Please be further advised that in the event you fail to provide the requested notice, the Governing Board may determine that you have declined employment and your services as an employee of the Adelanto Elementary School District may be terminated pursuant to the provisions of Education Code §44842.

In that District staffing needs for the upcoming school year are based on this information, your timely response to this notice will be greatly appreciated. Resignations on or after July 1, 2017, will be considered a request for release from contract **AND WILL BE ACCEPTED ONLY WHEN A SUITABLE REPLACEMENT HAS BEEN FOUND.**

May I take this opportunity to thank you for your dedication and commitment to the students of our District. We look forward to your continued success in the next school year.

INTENT TO RETURN

Please check appropriate box:

- I will return for the 2017-2018 school year.
- I hereby resign from my position effective at the end of my current 2016-2017 employment period.
(ATTACHED TO THIS NOTICE OF INTENT TO RETURN FORM IS MY SIGNED COMPLETED RESIGNATION FORM)

Date

Employee's Signature

VERIFICATION OF EMPLOYEE INTENT TO RETURN FOR 2017-2018 SCHOOL YEAR

The above named employee has signed the "Intent to Return" and returned it to me. I assume responsibility for its delivery to the Human Resources Department.

Date

Signature of Chief Personnel Officer

AESD strives to be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100] (*Title 2 enacted by Stats. 1976, Ch. 1010.*)

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45460] (*Division 3 enacted by Stats. 1976, Ch. 1010.*)

PART 25. EMPLOYEES [44000 - 45460] (*Part 25 enacted by Stats. 1976, Ch. 1010.*)

CHAPTER 4. Employment—Certificated Employees [44800 - 45061.5] (*Chapter 4 enacted by Stats. 1976, Ch. 1010.*)

ARTICLE 2. Employment [44830 - 44929] (*Article 2 enacted by Stats. 1976, Ch. 1010.*)

44842. (a) Except as set forth in subdivision (b), if, without good cause, a probationary or permanent employee of a school district fails prior to July 1 of any school year to notify the governing board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on June 30 of that year.

(b) (1) In the case of an employee of a year-round school serving in a track that starts within 14 days of July 1, and serves in a position requiring certification qualifications, if the school district has, by April 30, requested that the employee notify the school district by June 1, of that year of his or her intention to remain or not to remain in the service of the school district for the following school year, and the employee, without good cause, fails to provide that notice, the school district may deem the employee to have declined employment and may terminate his or her services as an employee of the school district on June 30 of that year. An employee who gives notice of resignation pursuant to this paragraph after May 31, but before June 30, shall be released from his or her contract within 30 days of the employee's notice, or as soon as a replacement employee is obtained, whichever occurs first.

(2) The request for notice sent to the employee by the school district pursuant to this subdivision shall be in writing and shall, along with a copy of this section, be either personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known address, by the clerk or secretary of the governing board of the school district.

(c) If, without good cause, a probationary or permanent employee of a school district fails to report for duty at the beginning of the ensuing school year after having notified the governing board of the district of his or her intention to remain in the service of the district in accordance with the procedures specified above, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on the day following the 20th consecutive day of absence. No school district may terminate any employee pursuant to this subdivision unless the district has specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work, and the employee did not request or was not granted a leave of absence authorized by the governing board of the district.

This subdivision is applicable only to employees who were on leave of absence for 20 or more consecutive working days after April 30 of the previous school year.

(*Amended by Stats. 1998, Ch. 533, Sec. 1. Effective January 1, 1999.*)