

MAYFIELD CITY SCHOOL DISTRICT
1101 S.O.M. Center Road
Mayfield Heights, OH 44124

NOTICE OF CONTINUING STATUS ELIGIBILITY

1. Service Requirement

If continuing status has not been achieved elsewhere in Ohio, three years of satisfactory teaching experience in Mayfield within the last five years is necessary. If applying under this provision, when will your three years of teaching experience be completed?

If continuing status was achieved elsewhere in Ohio, two years of satisfactory teaching experience in Mayfield is required. If applying under this provision, when will your two years of teaching experience be completed?

2. Certification Requirement (O.R.C. #3319.11)

An 8-year professional teaching certificate or 5-year professional teaching license is required AND thirty (30) semester hours of graduate credit in professional education and related disciplines must be completed SINCE THE GRANTING OF YOUR INITIAL CERTIFICATE/LICENSE. The specific requirements are determined by the Ohio Department of Education. You must also be employed full time and teaching in an assignment related to the professional certificate/license.

IT IS YOUR RESPONSIBILITY TO MAKE CERTAIN THAT ALL COURSE WORK IS COMPLETED, TRANSCRIPTS RECEIVED AND YOUR 5-YEAR PROFESSIONAL LICENSE IN HAND BY THE PERSONNEL OFFICE **PRIOR TO APRIL 1ST**.

When will you have completed the requirements for the 5 year professional license?

How many of the required semester hours do you have completed and documented as of the date of this application?

In providing this information you are informing the appropriate administrative officer that you wish to be considered for a continuing contract commencing with the next school year, and wish to have your professional competency so evaluated during this school year.

Signature _____

Name _____
(Please Print or Type)

School _____

Date _____

Return to: Superintendent's Office
c/o Central Office or
1101 S.O.M. Center Road
Mayfield Heights, OH 44124

Any professional staff member who expects to complete the training and experience requirements for continuing status during any school year must so notify the Superintendent of Schools, using handbook form found on the next page, *before October 1* of that school year. Early notification is required in order to permit observation and evaluation of the applicant with continuing status in view.

The principal of each building shall remind the staff of this requirement at a staff meeting during the month of September of each school year.