



NUC
ADVENTIST
EDUCATION

Nevada-Utah Conference Office of Education Administrative Report #5

Administrative Report #4 is due on the second Friday of January

REQUIRED DOCUMENTATION:

School Board Minutes
Finance Reports (please attach)
Teachers' Letter of Intent

REMINDERS:

Keep records of fire and earthquake drills current per Ed Code A27-108.
Copy and distribute Confidential Employment Intent forms. Forms are due to the Office of Education with next month's Administrator Report.
Plan for February pre-registration.
Review faculty professional development progress.
Acceleration and Retention requests (grades K-8) for the next school year must be submitted to the Office of Education by February 28. Check the Ed Code for requirements.
Notify the Office of Education of any major calendar changes.



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NEVADA-UTAH CONFERENCE
Office of Education

Employment Letter of Intent due with Administrative Report #5 on second Friday of January

Date Returned _____

Teacher's Name _____

Address _____

Name of School _____

Please check your choice for school year.

- () 1. I desire to continue on the teaching staff where I am Presently Teaching.
- () 2. I request to be transferred, if possible, to another school with in the Conference's school system.
School transferred to _____
- () 3. I desire to seek employment elsewhere within the SDA school system and.
 - () Would like to have assistance in seeking placement.
 - () Would not like assistance in placement.
- () 4. I desire to seek employment else where outside of SDA School System.

Teacher's Signature _____ Date _____