Jordan School District
Human Resources

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http://hr.jordandistrict.org
June LeMaster, Ph.D., Administrator, Human Resources

# REDUCTION-IN-STAFF: LICENSED EMPLOYEE
## REQUEST FORM

In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may be necessary to initiate a RIS. (DP 327 NEG)

**Instructions:**
Complete this form for each RIS requested. Submit this completed form to HR. You will be contacted concerning the approval/denial of the request. If approved the principal will then notify the licensed employee within 24 hours.

**School:** _____ **Date:** _____

**Employee Name:** _____ **SSN#** **xxx-xx-** _____

**Total Years of Service (JSD):** ☐ **Current FTE:** ☐ **Would you re-hire?** ☐ Yes ☐ No

**Current Disciplinary Issues:** ☐ Yes ☐ No
If "Yes" please explain:

| Current Assignment(s): | Grade Level(s) | How Long? |
|---|---|---|
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**License Information**
Check all the Apply

- ☐ Level 1
- ☐ Level II
- ☐ Level III
- ☐ El. Ed. 1-6
- ☐ Secondary
- ☐ ARL
- ☐ ATP/APP (SpEd)
- ☐ APT
- ☐ El. Ed. K-6
- ☐ ECE (Early Child)

**School Level Assignments & Duties**
List & Define Roll(s)

**Endorsements**
Check all the Apply

- ☐ SpEd
- ☐ ECE (Early Child)
- ☐ Science _____
- ☐ Reading
- ☐ Other: _____
- ☐ ESL
- ☐ Math Lvl _____
- ☐ Dual Language
- ☐ Administration

**Reason(s) for RIS:**

- ☐ Voluntary
- ☐ Loss/Reduction of Funding
- ☐ School Consolidation
  - ☐ New School
  - ☐ Boundary Change
- ☐ Declining Enrollment
- ☐ Loss/Reduction of Program or Service
- ☐ Other: _____

**Attach the Following Documentation if Applicable:**

- ☐ RIS Rubric **REQUIRED** (Attach ALL Rubrics used to determine RIS)
- ☐ Employee Evaluation(s) Results **REQUIRED** [JPAS] (Current contract year only)
- ☐ Signed Letter(s) of Concern and/or Reprimand (Current contract year only)
- ☐ Remediation Efforts (Plan for Improvement, Mentor Plan, etc.)
- ☐ Assigned Mentor Teacher
- ☐ Assigned Consulting Educator
- ☐ Other: _____

**Rationale**: Clearly explain why this licensed employee was determined to be a RIS. If there are other licensed employees that exhibit similar performance please explain why this teacher was chosen.

| | | |
|---|---|---|
| Approved ☐ Yes ☐ No | Human Resource Administrator | Date |
| Approved ☐ Yes ☐ No | Administrator of Schools | Date |

Revised January 2019