

PICKERINGTON LOCAL SCHOOL DISTRICT  
**Request for Continuing Contract**

**Do not submit form if you have already been granted a continuing contract.**

Date of Request \_\_\_\_\_

Employee ID  

Staff Member (please print) \_\_\_\_\_

Building \_\_\_\_\_ Teaching Assignment \_\_\_\_\_

A unit member shall not be eligible for a continuing contract, nor be deemed employed under a continuing contract by operation of law, unless the unit member, no later than October 15<sup>th</sup> of the school year in which the unit member's employment contract is scheduled to expire, files with the Superintendent or designee, a letter of notification that he/she will meet all legal qualifications for a continuing contract prior to the regularly scheduled May Board meeting. Failure by the unit member to provide written notice of continuing contract eligibility by October 15<sup>th</sup> shall result in the unit member being eligible only for a limited contract should the unit member's contract be renewed in April of that year. The unit member may reapply for a continuing contract the following year but the Board reserves the right to deny a continuing contract during the term of a multi-year limited contract. If so, then the unit member may apply for a continuing contract by October 15<sup>th</sup> of the year in which said limited contract expires.

**Unit members eligible for a continuing contract shall provide the Superintendent or designee official transcripts and necessary certificate/license no later than April 30<sup>th</sup> of the school year in which the unit member's employment contract is scheduled to expire.**

The requirements in Articles 23 C. 1 C. 2 and C. 3 shall be in addition to the requirements for continuing contract eligibility in ORC 3319.08 and ORC 3319.11.

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY ADMINISTRATION**

Denied  
 Reason:  Teaching License  Course Work  Length of Teaching Service  In Multi-Year Contract

Approved for (contract year): \_\_\_\_\_ BOE Date \_\_\_\_\_

Superintendent/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_