



Administrative Form HR-F221  
LETTER OF REASONABLE ASSURANCE  
– SUBSTITUTE SERVICES

Date: June 2018

FR: Dawn Huckaby, Chief Human Resources Officer

RE: **LETTER OF REASONABLE ASSURANCE FOR THE 2018-2019 SCHOOL YEAR**

Thank you for substitute teaching for Washoe County School District during the 2017-18 school year. Your contribution is vitally important to the welfare of our students and to the operation of our schools. We hope that you will be returning for the next school year.

In accordance with NRS 612.434, this is official notice that you have reasonable assurance of reemployment for the 2018-19 school year in a non-benefited Substitute Teacher position.

As a reminder, in order to remain active as a substitute teacher with Washoe County School District, you must work a minimum of ten (10) times a year from the month you were hired as a substitute teacher.

**Please respond to the following questions and return this form to Substitute Services by July 20, 2018. Your failure to return this document as requested will be accepted as a resignation. If you wish to substitute teach again, you will need to reapply.**

**Please check all statements that apply:**

I INTEND to continue my employment as a substitute teacher for the 2018-19 school year.

I AM A TEACHER OR ESP EMPLOYEE AND INTEND to also continue my employment as a substitute teacher for the 2018-19 school year. I understand that I must work as a substitute a minimum of 10 times per year (from my substitute teacher hire date) to remain active as a sub.

I DO NOT INTEND to continue my employment as a substitute teacher for the 2018-19 school year for the following reason(s):

\_\_\_\_\_

I WILL BE STUDENT TEACHING during the 2018-19 school year but wish to remain on the substitute list.

Approximate dates: \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
E000  
Employee # (On postcard below your name and address)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE