Dear Principals: September 1, 2023

I want to wish each of you the very best as you begin the 2023-24 school year. Please know that you and your staff’s efforts on behalf of our students are much appreciated.

As part of the annual compliance review I will be checking your new certified employees and any current certified employee who has a new assignment for proper licensure and qualifications.

***Please submit*** *the following documents to the Regional Office of Education on or before****: September 15, 2023.***    **All buildings (elementary, middle school, high school) complete # 1. below.**

1. Complete and submit the attached “**Certified Staff Assignments and Changes**” form. If the assignment is a Title position, please **indicate** Title Math, Title Reading, Title Language Arts, etc.

**Only Middle Schools (Jr Hi) and High Schools need to complete # 2. below, in addition to #1.**

2.         Submit a copy of your **final** 2023-24 **building class schedules** for ***both semesters***.

Email the requested information to: [wbaxter@roe26.net](mailto:wbaxter@roe26.net)

Thank you for your assistance!

Warren Baxter, Compliance Consultant

 Revised 9-1-23