



Pursuing Excellence Through Partnership

HAMBURG CENTRAL SCHOOL DISTRICT
Human Resources Office
5305 Abbott Road
Hamburg, New York 14075

May 18, 2016

PLEASE READ AND COMPLETE THE ENTIRE LETTER.

Please be advised that the Hamburg Central School District with this letter is providing you with reasonable assurance that you will perform services for the district during the 2016-17 academic year beginning September 1, 2016 and ending June 23, 2017 please check all positions that may apply:


- Substitute Teacher
- Substitute Nurse
- Substitute Teacher Aide/Substitute Hall Monitor
- Substitute Lifeguard
- Substitute Cafeteria Monitor
- Substitute Clerical Staff

Effective July 1, 2011 if you have accepted a Substitute position and have not been paid by the Hamburg Central School District for a period of two (2) consecutive years you will be inactivated from the Hamburg Central School Substitute List.

NOTE: There is a **MANDATORY SAFETY TRAINING VIDEO** that you will need to view before June 30, 2016 to be eligible to continue on the Hamburg Central Substitute List. If you have not seen this video please contact the Human Resources Office to schedule a time to view the video.

Please return this letter, signed, to the attention of Mary Valtin at the address below. **If this form is not returned to the Human Resources Office by July 22, 2016, your position will be inactivated and your name will be removed from the list.** Late responses will necessitate reapplication to the School District.

Sincerely,


Michael Cornell
Superintendent of Schools

In an effort to maintain an accurate substitute list we are asking that you indicate your intention for the 2016-2017 school year (July 1, 2016 - June 30, 2017) by checking the appropriate box below.

- I wish to remain on the Substitute list.
- My status has changed, please remove my name.

Signature _____ Date: _____

Print Last Name _____

***Please include current e-mail address** _____

***Please include any address/phone number changes:**

Please return to: Mary Valtin
Hamburg Central School
District Administration Building
5305 Abbott Road
Hamburg, NY 14075