

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

May 1, 2018

**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 2018-19 academic year beginning September 1, 2018, and ending June 30, 2019. 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.

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 20, 2018, your position will be inactivated and your name will be removed from the list.** Late responses will necessitate reapplication to the School District.

**Support Staff:** Substitute Clerical Staff

**\*Please Read\***

I understand that as a part-time or substitute Civil Service Employee; I may only work a total of **19 hours** per week in all positions combined. I understand that the Hamburg Central School District is an Equal Opportunity Employer and that the NYS Human Rights Law prohibits discrimination because of age, race, color, national origin, sex, disability, or marital status and that it is a violation of Civil Service Law if I work over 19 hours per week.

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 2018-2019 school year (July 1, 2018 - June 30, 2019) 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