

NOTICE OF EXPIRED/INVALID LICENSE**[Date]**Dear **[Name of Teacher]**:

This letter is to inform you that based on the licensure records that you have submitted to our office, you are not currently qualified to teach in McClusky Public Schools. You will also be in breach of item 1 in your teaching contract if you do not obtain licensure by **[date]**. This letter outlines the options available to you until your licensure is obtained:

You may be employed by the school district at the **[paraprofessional]** **[substitute teacher]** rate of pay **[list rate]** until licensure is obtained, and proof is submitted to the business manager in writing. A qualified substitute teacher will team-teach with you in the classroom until this time.

You may offer to resign from your teaching contract. This offer of resignation must be approved by the Board **[and liquidated damages in the amount of {\$} will be assessed to you.]**

If you have not obtained licensure by March 1, 2015, you will be recommended for nonrenewal per NDCC Ch. 15.1-15. You must notify the District of which option you have elected by **[date and time]**. Failure to respond by this deadline shall be deemed a resignation. Your response must be submitted to the superintendent's office in writing.

Please let me know if you have any questions.

Sincerely,

[Superintendent's signature]**End of McClusky School District #19 Exhibit DHA-E**