

SCHEDULE H

A GUEST TEACHER WHO WISHES TO REMOVE HIS/HER NAME FROM THE DAVENPORT COMMUNITY SCHOOL DISTRICT GUEST TEACHER LIST IS REQUESTED TO SUBMIT A LETTER OF RESIGNATION AND THIS FORM TO THE HUMAN RESOURCE SERVICES OFFICE.

REQUEST TO BE REMOVED FROM GUEST TEACHER LIST

NAME: _____

SOC. SEC NO. _____

EFFECTIVE DATE: _____

REASON: (please check one)

- Medical
 - Relocation
 - Personal
 - Further Education
 - Retirement
 - Other Employment
 - Job Dissatisfaction
 - Other: _____
- VIA PHONE (please comment)

COMMENTS: _____

FORWARDING ADDRESS:

PERMANENT ADDRESS:

GUEST TEACHER'S SIGNATURE

DATE

Processed By: _____

Administrator's Signature: _____

Date: _____

Printed AESOP Report

Removed from AESOP

Bridge – HRD

Bridge – JSS

Eligible for Rehire

Not Eligible for Rehire

cc: Payroll

Note to Payroll: