



7.32-2
(01-23-06)

WINDHAM SCHOOL DISTRICT
Schools in the Texas Department of Criminal Justice

Letter of Reasonable Assurance for Substitute Teachers
School Year September 1, _____ to August 31, _____

Dear Substitute:

This letter provides notice that you have reasonable assurance of substituting on an as-needed basis during the school year. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, unit lock downs, etc.).

Nothing contained herein construes an employment contract. Your continued use as a substitute is on an "at-will" basis. Substitute teacher assignments are temporary and there is no assurance that substitute assignments will be offered on more than a day-to-day basis, as needed. Windham School District may terminate at-will substitutes any time for any reason or for no reason, except for legally impermissible reasons. At-will substitutes are free to resign at any time for any reason or for no reason.

Your services on behalf of the students of this district are appreciated, and we hope that you will be able to continue your association with the district. If you are interested in being placed on our substitute list for the school year, please complete and return this letter. If you do not return this form, we will assume that you are not interested and will delete your name from the substitute list.

Sincerely,

WSD Director of Human Resources

Name (Print)

Social Security Number

Signature

Date