**Extension of Provisional Status for Year 4 or 5**

(form letter)

School Letterhead

Date: **No later than the last day of school**

Teacher’s name

Teacher’s address

Dear ,

You are about to complete your (3, 4) year of teaching in the Davis School District as a provisional teacher. This letter is to inform you that I have recommended that your contract be renewed for the next school year and that you continue on provisional status.

As you prepare for next year, I suggest area(s) of focus for improvement include:

It is vital that you improve your performance in order to be considered for further employment. Please know that I want you to be successful and will support you in your efforts to improve and achieve career status.

Sincerely,

School Principal

cc name, School Director/Supervisor

School Personnel file

District Personnel file

I have received a copy of this letter and understand its contents.

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Employee Signature Date