

**CONSOLIDATED SCHOOL DISTRICT NO.2  
JACKSON COUNTY, RAYTOWN, MISSOURI**

**SUBSTITUTE TEACHER LETTER OF REASONABLE ASSURANCE**

Dear [Custom.FullName],

Your employment during the 2022-2023 school year has been sincerely appreciated. This letter is to inform you that based on our needs in the past and our projected needs, you have a reasonable assurance that you will continue to substitute for the Raytown C-2 School District for the 2023-2024 school year.

During periods of regularly scheduled breaks such as winter break and summer break, a substitute of a school district has reasonable assurance of returning to work following the break unless otherwise notified by the District. While you have reasonable assurance that you will substitute in the 2023-2024 school year, note that this is not an employment contract or a guarantee of employment. Your continued employment is on an at-will basis.

It is the District's intention to effectively plan for our students and staff. Please help us by indicating your intent to return by responding to this email no later than **June 30, 2023**. If you do **not** respond by the **June 30, 2023 deadline**, you will be deemed as not returning to substitute for the District and you will be removed from our substitute list.

All returning substitutes will receive an email to complete a set of tasks which includes a review of board policies. This is an annual requirement for you to continue as a substitute for the District.

**IF YOU DO NOT PLAN TO RETURN AS A SUBSTITUTE: DO NOT COMPLETE THIS ELECTRONIC TASK.**

1. **INSTEAD** - Submit a resignation to Human Resources. A "resignation" signifies that you do not intend to return as a Substitute for the Raytown C-2 School District for the 2023-2024 school year. You may email your resignation to Millie Purtle @ [millie.purtle@raytownschools.org](mailto:millie.purtle@raytownschools.org). Or submit a hardcopy signed resignation to the Human Resources Department Attn: Millie Purtle, 6608 Raytown Road, Raytown Mo 64133-5265.

If you have questions, please contact Millie Purtle, HR Coordinator at [millie.purtle@raytownschools.org](mailto:millie.purtle@raytownschools.org) **or** call her at 816-268-7067.

Sincerely,  
Carl M. Calcara, Ed.D.  
Assistant Superintendent of Human Resources  
Raytown Consolidated School District No. 2