

## **REQUESTS FOR TERMINATION**

**A request to terminate made by a certified employee after the 14<sup>th</sup> calendar day following the third Friday in May and before the third Friday in May of the next school year will be reviewed by the Board of Education. The certified employee is expected to report for duty unless otherwise notified in writing of a release from contract by the Board of Education.**

**Any certified employee who is not released from his/her individual employment contract, who fails to perform his/her duties for the term of the individual employment contract, and who has not reported to duty for five (5) consecutive school days without prior approval will be sent a written notification to his/ her last address of record with Human Resources of the District's intent to initiate a complaint before the Professional Teaching Practices Commission of the State Department of Education, state of Kansas.**