



P L A N O
Independent School District

**Plano Independent School District
Human Resources Division
Substitute Office**

In accordance with the Texas Unemployment Act, this letter is your reasonable assurance of employment to work as a substitute, adult temporary worker, or student worker for the Plano Independent School District during the 2008-2009 school year. As you know, we cannot guarantee that you will be called to work as a substitute, adult temporary worker, or student worker but it is very likely that, as the need arises, you will be called.

Please indicate whether or not you will be available to work as a substitute, adult temporary worker, or student worker for the Plano Independent School District on this form.

If you have any questions, please contact Marisol Sonoda at 469-752-8219.

Sincerely,

Tamira Griffin
Executive Director, Human Resources

I will be available for substitute, adult temporary work, or student work for the Plano ISD for the 2008-2009 school year.

Printed Legal Name

Social Security Number

Signature

Date

Teamwork for Excellence



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English Proficiency Requirement

Job Description:

All substitutes must be able to comprehend and communicate effectively in English in order to appropriately conduct classes and lead instruction as necessary.

Application/Acknowledgement:

I acknowledge that the ability to comprehend and communicate effectively in English is a legitimate expectation for a position as a substitute in the Plano Independent School District. This requirement is necessary in order to appropriately conduct classes and lead instruction. Failure to comply with this requirement may result in my immediate termination from substitute employment with the Plano Independent School District.

Name Print

Signature

Date