

CLEVELAND METROPOLITAN SCHOOL DISTRICT  
TALENT DEPARTMENT

**CONTINUING CONTRACT REQUEST FORM - FOR THE 2020-2021 SCHOOL YEAR**

Please Print:

Employee ID#: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Worksite: \_\_\_\_\_

Job Title: \_\_\_\_\_

Principal/Manager: \_\_\_\_\_

**Please read and answer the question below only if you have held a Continuing Contract in another District:**  
If you have held a continuing contract in another District, have you also worked for the Cleveland Metropolitan School District (CMSD) for at least two complete school years?:     YES         NO

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**APPLICATIONS FOR CONTINUING CONTRACT MUST BE SUBMITTED NO LATER THAN SEPTEMBER 16<sup>TH</sup> OF THE YEAR THE TEACHER BECOMES ELIGIBLE FOR A CONTINUING CONTRACT (this means the third or seventh year depending upon when the initial license was issued).**

**Applicants must:**

1. Include a copy of valid certificate/license.
2. If **no** Master's degree attained:
  - a. Include sealed transcripts with conferred Bachelor's degree date and thirty (30) semester hours after issuance of initial certificate/license.
3. If Master's degree attained **prior** to issuance of initial certificate/license:
  - a. Include sealed transcripts with *conferred* Master's degree date and six (6) semester hours of graduate coursework after issuance of initial certificate/license.
4. If Master's degree attained **after** issuance of initial certificate/license:
  - a. Include sealed transcripts with *conferred* Master's degree date and thirty (30) semester hours of graduate coursework after issuance of initial certificate/license.

**Please note that certificates, licenses, and/or transcripts(s) will not be retrieved from the employee file. Please do not have transcripts sent directly to CMSD.**

**This signed form along with all required documentation must be received by Monday, September 16th, 2019 at 5:00pm. Mail or drop of to (after school hours):**

Cleveland Metropolitan School District, Talent Department  
Attn: Amanda Artbauer  
Suite 1800, 1111 Superior Ave E, Cleveland, Ohio 44114