

CLEVELAND METROPOLITAN SCHOOL DISTRICT
TALENT DEPARTMENT

CONTINUING CONTRACT REQUEST FORM - FOR THE 2023-2024 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 15TH 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. Application (this form)**
- 2. Include a copy of valid certificate/license.**
- 3. If no Master's degree attained:**
 - a. Include sealed official transcripts with conferred Bachelor's degree date and thirty (30) semester hours after issuance of initial certificate/license.**
- 4. If Master's degree attained prior to issuance of initial certificate/license:**
 - a. Include sealed official transcripts with *conferred* Master's degree date and six (6) semester hours of graduate coursework after issuance of initial certificate/license.**
- 5. If Master's degree attained after issuance of initial certificate/license:**
 - a. Include sealed official 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 and send them collectively with all other submission materials together via U.S. mail. All transcripts received must be sealed and official transcripts. Information may be marked incomplete if not sent together collectively. Drop Off (8 am – 4:30 pm) at Welcome Center located at 1111 Superior Avenue E or Mail To:

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

This signed form along with all required documentation must be received, all together in completion, by Thursday, September 15th, 2022 at 5:00pm.