

Washington West Supervisory Union

School _____

Date _____

Dear _____,

Thank you for serving as a Summer School Teacher (ESY services) at _____. This confirms your compensation for any time you are employed during the _____ school year. Your service will run from _____, to no later than _____.

You will be paid at the rate of \$_____ per hour. Your anticipated schedule will be _____, for a total of _____ hours. Timesheets are required for payment to be made.

If your employment ends before the end of the school year, you will be paid for hours worked. Employment is contingent on the result of a criminal record check, any applicable licensing or position requirements, and funding for the position.

Please sign below to indicate your understanding and concurrence and return original to the Principal.

Sincerely,

Board Chair or Designee

Brigid S. Scheffert
Superintendent

Employee Signature

Date

For Central Office Use:

Date Criminal Record Check Result Received: _____

GL Code: _____