Recommendation and Appointment of Instructional Personnel

Principal will prepare in triplicate and will forward all copies, together with teacher's application and any evaluation materials available, to the County Office. When action has been completed, the original will be forwarded to the person appointed, the 2nd copy will be retained in the County Office files, and the 3rd copy will be forwarded to the principal.

TO: TAYLOR COUNTY SCHOOL BOARD, PERRY, FLORIDA

I hereby recommend that _____ whose mailing address is

_____

be employed in the position of _____ in the

_____ School for the period described below.

a. For the _____ school year.

b. For the period beginning _____ and ending _____.

c. For an indefinite period. _____ (check if appropriate)

Please check one:
☐ In Field ☐ Out of Field

_____ _____
Date Signature of Principal

_____ _____
Date Signature of Director of Personnel

The person listed above was appointed by the Taylor County School Board on _____.
(Date)

_____ _____
Date Signature of Superintendent

To the Teacher Who Has Not Been Employed in Taylor County Previously:

Please execute the enclosed forms and return to this office at your earliest convenience. We shall do the notarization in this office, if you like. If you have not recorded your Florida Teacher's Certificate in the County Office, it should be forwarded for recording, along with other papers to the following address: **Taylor County School Board, 318 North Clark Street, Perry, FL 32347.**