

PROBATIONARY CONTRACTS
TERMINATION AT END OF YEAR

DFAB
(EXHIBIT)

Note: The forms on the following pages are for termination of a probationary contract at the end of the contract term.

For termination of a probationary contract during the contract term for reasons other than financial exigency, see DF. For termination of a probationary contract during the contract term due to financial exigency, see DFFA.

Exhibit A: Notice of End-of-Year Termination of Probationary Contract—1 page

Exhibit B: Documentation of Delivery: Notice of Termination of Probationary Contract—1 page

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EXHIBIT A

NOTICE OF END-OF-YEAR TERMINATION
OF PROBATIONARY CONTRACT

Date of notice: _____

Employee's name: _____

On _____ (*date of meeting*), the Board took action to terminate your employment contract.

Your employment with the District will end effective the last duty day of the school year.

Please direct questions regarding the termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____

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EXHIBIT B

DOCUMENTATION OF DELIVERY:
NOTICE OF TERMINATION OF PROBATIONARY CONTRACT

Note: *For office use only.* Retain this document in the employee's personnel file.

Employee's name: _____

[Notice must be delivered personally by hand delivery to the employee on the campus at which the employee is employed.]

Hand delivery:

(Check only one.)

☐ Completed

☐ Attempted

Date: _____

By: _____ *(name)*

[If the employee is not present on the campus on the date that hand delivery is attempted, the notice must be mailed by prepaid certified mail or delivered by express delivery service to the employee's address of record with the District.]

Mail or delivery service:

Sent by:

(Check only one.)

☐ Certified mail

☐ Express delivery service

Employee's address of record:

Date: _____

By: _____ *(name of District representative)*