

# **BALTIMORE COUNTY PUBLIC SCHOOLS**

Dr. Joe A. Hairston, Superintendent

## **SAMPLE LETTER FROM PRINCIPAL/OFFICE HEAD TO TEACHER**

June 1, 2009

TO:

FROM:

RE: Extended Year Employment (EYE) 2009

The purpose of this letter and attachment is to provide you with information concerning your EYE from June 15 through August 21, 2009. I am assigning \_\_\_\_ days of EYE to you to perform the duties and responsibilities as outlined below. **No additional EYE days are to be worked without written authorization of the Deputy Superintendent.** All unused EYE days expire at the end of the workday on August 21, 2009. Please complete the attached form and return it to me by **June 12**.

I wish you continued success in the upcoming school year.

### **Duties and Responsibilities**