

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston, Superintendent

SAMPLE LETTER FROM PRINCIPAL/OFFICE HEAD TO TEACHER

June 1, 2011

TO:

FROM:

RE: Extended Year Employment (EYE) 2011

The purpose of this letter and attachment is to provide you with information concerning your EYE from June 20 through August 19, 2011. 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 19, 2011. Please complete the attached form and return it to me by **June 10**.

I wish you continued success in the upcoming school year.

Duties and Responsibilities