

CLEVELAND METROPOLITAN SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT

**CONTINUING CONTRACT REQUEST FORM 2012-2013 SCHOOL YEAR**

Please Print:

Employee SS#: XXX-XX-\_\_\_\_\_ Employee ID #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Worksite: \_\_\_\_\_ Job Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone/Other: \_\_\_\_\_

**Please read and answer the question below only if you have held a Continuing Contract in another District:**

If you have held a continuing contract in another District, have you also worked for the Cleveland Metropolitan School District (CMSD) for at least two complete schools year (August-June)?:

YES NO

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

You must include with this form a copy of the appropriate certificate/license and all transcripts (sealed) to verify completed coursework. Please do not have transcripts sent directly to CMSD. Guidelines regarding the continuing contract process are provided via the Continuing Contract Requirements and Instructions sheet.

**THIS FORM MUST BE RETURNED AND DATE STAMPED BY HUMAN RESOURCES NO LATER THAN 4:30 P.M., WEDNESDAY, MARCH 1, 2012.**

***Mail the completed form and required documentation to:***

Cleveland Metropolitan School District  
Human Resources Department, Room 500N  
1380 East Sixth Street, Cleveland, Ohio 44114

**NOTE: CERTIFICATES, LICENSES AND TRANSCRIPT(S) WILL NOT BE RETRIEVED FROM THE EMPLOYEE FILE. THE APPROPRIATE DOCUMENTATION MUST BE ATTACHED TO THIS FORM AND SUBMITTED BY THE MARCH 1, 2012 DEADLINE.**

*The primary goal of the Cleveland Metropolitan School District is to become a premier school district in the United States of America.*