

Time Line for Contracts

February 1	<p>Principals/Presidents shall notify the superintendent in writing of their intent to return, by February 1 of the current year. In the case of a parish school, the principal shall notify the pastor as well. The position is considered open if the required “Letter of Intent” is not received on or before Feb. 1st.</p> <p>Contracted employees are notified that a letter of intent to return must be submitted by Feb. 15. Letters of intent are given to the principal.</p> <p>There is no form for the Letter of Intent.</p>
February 15	<p>Letters of Intent for teachers/staff are due. The position is considered open if the required “Letter of Intent” is not received on or before Feb. 15.</p>
April 1	<p>The Superintendent or Bishop elects to offer or not offer Principal/President contracts no later than April 1st.</p>
May 15	<p>Principals elect to offer or not offer contracts no later than May 15th. Written notice that a contract will not be offered should be given to a contacted employee on or before May 15th.</p>
June 15-July 30	<p>The employee data base is updated to reflect returning and new hires as well as personnel not returning. The updated data base is placed on the CSO site.</p>

NOTE: If a date falls on a weekend or a holiday, the next working day is the deadline.