



Human Resources Division
Intent Form (ESPs, PTs, Admin)

Employee's Name: _____
print or type

Job Title: _____

Employee ID #: _____

Site/School: _____

Date: _____

(Check One)

- Education Support Professional
- Professional Technical
- Administration

Please check the appropriate box below, sign the form, and return this form to your supervisor.

- Please *consider* me for employment for the 20____ – 20____ school year.
- Please *do not consider* me for employment for the 20____ – 20____ school year because I plan to resign or retire.
- I wish to apply for extended leave for the 20____ – 20____ school year. My "Application for Leave" is attached.

Employee's Signature: _____