*School Corporation Letterhead*

*Date*

Dear *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

The Board will consider a decision to not renew your contract, effective at the end of the contract period.

Pursuant to *IC 20-28-8-4,* the purpose of this letter is to give you written preliminary notice of the Boards consideration of nonrenewal and the reasons for this consideration. The Board will make a decision on nonrenewal of your contract on *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(this date should be a Board Meeting in February).*

The Board is considering nonrenewal of your contract for the following reasons:

1. Failure to provide adequate leadership.
2. Failure to properly follow best practices with respect to students.
3. Failure to properly implement board policies.

Please be advised that, prior to the Board’s decision on nonrenewal of your contract, you have the right to a private conference with the superintendent if you file a request for a conference within five (5) days after receiving this preliminary notice.

Additionally, you have the right to a private conference with the Board if you file a request with the *corporation/cooperative* within five (5) days after the private conference with the superintendent. Failure to request conferences as stated above will be deemed your consent that the Board decides this matter without a conference.

Sincerely,

*Superintendent*

ACKNOWLEDGEMENT OF RECEIPT  
The undersigned administrator acknowledges receipt of this preliminary notice of nonrenewal, hand-delivered on *date.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Administrator Signature*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness Signature*