



Continuing Contract Eligibility Worksheet

In accordance with section 3319.08 of the Ohio Revised Code, the following information is required for progression from a limited to a continuing contract.

For LEA members initially licensed prior to January 1, 2011, the following rules apply:

- Have a contract that expires on June 30th of the current school year, **and must:**
- Hold a professional, permanent, or life certificate or a professional, senior professional, or lead professional educator license, **and**
- Have taught three of the last five years within the district, or having attained continuing contract status elsewhere in Ohio (provide written verification of this from your former Ohio district), have served at least two years in the Lakota district; **and**
- Hold a master's degree at the time of initially receiving Ohio teacher's certificate under former law or an educator license, have taken **(6) six semester hours of graduate coursework** in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license. **LEA member must provide ORIGINAL TRANSCRIPTS to the Human Resources Department** by the first teacher contractual day in February;

OR

- Have taken **(30) thirty semester hours of coursework** in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license. **LEA must provide ORIGINAL TRANSCRIPTS to the Human Resources Department** by the first teacher contractual day in February.

For LEA members initially licensed on or after January 1, 2011, the following rules apply:

- Have a contract that expires on June 30th of the current school year, **and must:**
- Hold a professional educator license, senior professional educator license, or lead professional educator license, **and**
- Have held an educator license for at least seven years; **and**
- Hold a master's degree at the time of initially receiving educator license, and have taken **(6) six semester hours of graduate coursework** in the area of licensure or in an area related to the teaching field since the initial issuance of that license. **LEA member must provide ORIGINAL TRANSCRIPTS to the Human Resources Department** by the first teacher contractual day in February.

OR

- Have taken **(30) thirty semester hours of coursework** in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license. **LEA member must provide ORIGINAL TRANSCRIPTS to the Human Resources Department** by the first teacher contractual day in February.

In order to be consider for a continuing contract for the upcoming school year, it is the LEA members responsibility to complete the following application, meet all the requirements above, meet all deadlines, and have administrative approval following a complete evaluation.



APPLICATION FOR CONTINUING CONTRACT

LEA Member _____ Date _____

License Number _____ Initial License Date _____

Teacher License or Certificate type (lead, senior, permanent) _____

Years of Service with Lakota _____

Complete one of the sections below:

If teacher held a master's degree at time of initial licensure:

Year that Teacher received Master's Degree _____

Name of University _____

_____ I have completed 6 hours of coursework since completing my Master's

If teacher did not hold a master's degree at time of initial licensure:

_____ I have completed 30 hours of coursework in the area of licensure or the teaching field

It is the teacher's responsibility to provide all original transcripts to the HR department by the first teacher contractual day in February to be considered for a continuing contract for the next school year. Applications for continuing contract will only be considered if all of the requirements are met.

Return this form to your Principal no later than the last Friday in October at the end of the workday. If you have any questions or concerns regarding this process please contact Sharon Mays, LEA President.

Employee Name – Printed

Building/Department Location

Employee Signature

Date Signed

*Principal/Administrator Signature

Date Signed

*Administrator signature indicates the Administrator is in 100% support of the employee's application for continuing contract.

To find all data related to initial licensure and/or certification, go to the ODE website and access information via the SAFE account.