

INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District

NOTICE OF FAILURE TO MEET CONTINUING EMPLOYMENT STANDARDS

To: Employee _____ Date: _____

Work Location _____ Employee #: _____

From: _____ Principal/Administrator: _____

You are again reminded that enrollment and successful completion of college coursework, on a continuing basis, is a **CONDITION OF CONTINUED EMPLOYMENT** as a Teacher Assistant.

You were previously notified on _____ that you need to provide:

- Verification of College enrollment for the _____ Sem. Qtr.
 Evidence of successful completion of college coursework for the _____ Sem. Qtr.

Please submit the above information no later than _____. Failure to submit the required information by this date will result in termination of your employment as a Teacher Assistant with the Los Angeles Unified School District effective _____.

C: LD – School Support Unit
Work Location

TA failure to meet standards notice

