**REQUEST FOR EXTENSION OF PROVISIONAL STATUS**

[Insert School Memorandum Form or Letterhead]

**MEMORANDUM**

**To:** [Name], Director of Human Resources

**From:** [Principal Name]

**Date:** [Date]

**Subject:** Requesting Extension of Provisional Status for [Name]

I am recommending that [Name] provisional status be extended through the [School year] school year. [Name] is in his/her [third] year of teaching, this extension will allow him/her to continue improving on deficiencies identified in his/her evaluation(s) I intend to work closely with [Name] and give him/her an opportunity to be successful in his/her chosen field.

**Please Note**:

* **Memo is retained in Employee’s Personnel File at the District Office**
* **Memo is due to Director of Human Resources by April 1**