



## Confidential Employment Intent

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In order to plan accordingly, the Hawaii Conference Office of Education requests your intentions for employment for next school year.

Name \_\_\_\_\_

School \_\_\_\_\_

My tentative plan for the next school year is:

- ☐ to remain at my current school and with the same teaching/administrative assignment.
- ☐ to remain at my current school but am interested in the following grade level/subject area change(s) if possible. \_\_\_\_\_
- ☐ to be considered for a transfer to another Hawaii Conference school. \_\_\_\_\_
- ☐ to resign from working in the Hawaii Conference, with a request from the Superintendent of Schools for assistance in openings in Adventist education in another conference. \_\_\_\_\_
- ☐ to retire at the close of the current school year, which requires contact with the Hawaii Conference Treasury, as the process can take several months to complete.
- ☐ Other \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***PLEASE RETURN THIS FORM  
TO YOUR PRINCIPAL  
BEFORE LEAVING FOR CHRISTMAS BREAK***

Note to principal: This form should be given to any contracted teachers/administrators on your campus. Completed forms are due with the January Administrative Report.