

Dear Temporary School Staff Employees;

We would like to thank you for your service through Temporary School Staff.

Attached is your summer letter of assurance for fall employment.

PROFILE FORM

We have also attached a Profile form, which we ask every employee to fill out and return to us by August 2009 for the September 2009/10 school year. Please use this form to let us know if you are returning and update us with any changes to your address, email, or phone numbers. Please also include a new direct deposit form if you are adding or changing your direct deposit information. If you are not returning, we still want to make sure we have your updated address so you will receive your 2009 W2.

CERTIFIED TEACHERS

If you are a new certified teacher or have recently renewed your certification, please forward your updated certification information.

NON-CERTIFIED TEACHERS

If you are not a certified teacher you will need to submit a new permit application for the 2009/10 school year. Attached is a new permit application form, you can also find all forms on our website.

GCN CLASSES

All returning employees will also need to take the GCN classes again for the 2009/10 school year. You will find the Global Compliance Network link on our website. You will have access to this program at any time. Please forward your certificate of completion once you have taken all the required classes listed on our website. Please check our website www.temporaryschoolstaff.com throughout the summer for new updated information.

We look forward to continuing to work with you in the new school year.
Have a happy and healthy summer.

Sincerely,

Temporary School Staff, Inc.