

(LETTER TO **REASSIGNED** TEACHER)
(on letterhead)

(Date)

(Name)

(Address)

**Re: Notice of Emergency Temporary Reassignment, Pursuant to School Code
5108(I)**

Dear [Mr. or Ms. (Last name)]:

This letter is written to confirm that on (insert date), you were notified by (insert name & title) that pursuant to School Code Regulation 5108(I), Emergency Assignment, in the best interest of the students' welfare, duties were being reassigned to you effective (insert date).

This emergency reassignment is being made to provide for adequate classroom coverage and ensure the safety and welfare of students. This assignment shall be for the period (insert date) to (insert date). The duties reassigned to you include:

- (insert duties)

Should you have any questions concerning this matter, please do not hesitate to contact me at (insert contact information).

Sincerely,

(Name)

(Title)

c: (insert name), Complex Area Superintendent
(insert name), Certificated Personnel Regional Officer