

1 **Browning Public Schools**

2
3 Policy #

4 Policy Name: *Letter of Intent*

5 Regulation: **5120R**

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7
8 Dear _____,

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10 This letter of intent pertains to your recommendation as a teacher with Browning Public Schools.

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12 This offer of employment shall be contingent upon the results of a fingerprint background check, which
13 must be acceptable to the district. This report can be conducted through our Human Resource
14 Department. The fingerprint background check is waived for newly hired personnel who are able to
15 provide documentation of a Montana fingerprint criminal background check. This check must have been
16 performed within one year of application for employment.

17
18 Fingerprints can be administered by Browning Public Schools. ~~Also, state law requires ALL employees~~
19 ~~of a school district to show proof of a tuberculosis skin test prior to your first day of work. The result~~
20 ~~cannot be more than one year old. Administration of the test can be done at a variety of medical~~
21 ~~agencies in the area.~~

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23 The Board of Trustees must approve this recommendation for employment. Until such time as a formal
24 agreement can be issued, please consider this your notice of our intention to employ you for a teaching
25 position.

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27 Welcome aboard,

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31 Sincerely,

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_____ New Employee Signature
_____ Date

44 **Policy History:**

45 Adopted on: 3/26/14

46 Amended on: