DIRECTIONS FOR TEACHERS TO SIGN REAPPOINTMENT OF ANNUAL CONTRACT ONLINE

This year, the reappointment of annual contract teachers will be completed online in Skyward. You will acknowledge acceptance of your reappointment by electronic signature through Skyward's Task Manager.

1. From the District website (escambiaschools.org), click on the Skyward icon as shown below:

DISTRICT HOME	SCHOOLS =			TRAM	ISLATE » E	MPLOYEE ACCES	S » Sea	rch Q
-	Escambia County PUBLIC SCHOOLS	Home District Leadershi	p Calendars	Departments	Schools	Students	Families	Staff Community
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2. Log in using your single sign-on username and password:

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ESCAMBIA CO	. SCHOOI	DISTRIC	T - PRO	DUCTION
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		C	Sign In	
	Fo	raot your Login/	Password?	
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3. Click on Home. Next click on Task Manager, then reset Dashboards in the Jump to Other Dashboards box.

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION	ON
In I on Off Employee Access	
Jump to Other Dashboards	
Employee Task Manager 2 Reset Dashboards 3	Select Widgets

Click yes in the pop-up box to Confirm Dashboards Reset*



*If the box shown above does not appear when you enter Skyward, you may see the Online Forms box shown below. This means you have an online form to complete. Please click the online form link (see link with red arrow below) and take the steps necessary to complete any online forms.)

You may continue to Skyward without completing the online form by clicking the link at the bottom of the Online Forms box entitled "Close Online Forms Screen and Continue to Skyward." If you choose to skip completion of your online forms, you will be prompted to complete your online forms each time you log into Skyward until you complete those required.



4. After resetting your dashboard, look for the Task Manager box, and click on the blue Reappoint-Teacher Signature task as shown below. Your name will be listed under subject.

•	Task Manage	r (13)		0
	Date	Task Summary	Subject	
+	Wed May 05	9:40 Reappoint - Teacher Signat	BOSWELL, ROBIN	

5. On Step 1. General, click the open button:

TM Process: PA	F-E: Teacher AC Reappointme	ent Status		📷 🕤 🕂 ?
Employee: BOSWEROB	00 BOSWELL, ROBIN	This process is use teachers concernin	d to track the status of annu g reappointments.	ual and probationary contract
1. General				Reappoint -Teacher
Complete Section 2 of	f the custom form			<u>Signature</u>
Custom Forms				1. General
Custom Forms Custom Profile	PAF-E: Tchr Reappoint Status	Teacher Signature	Qpen	 Votes Attachments Choose Next Task
				Step 1 of 4 <u>Next</u> Process History Save and Finish Later Reassign Task

6. A new window will open to complete your reappointment acknowledgement. To do so, type your name in the signature box exactly as it appears in the Teacher's Printed Name box and then click in the date signed box. The date signed box will automatically populate. You must click the SAVE button before you leave this page.

CLICKING SAVE WILL AUTOMATICALLY CLOSE THIS WINDOW. If you want a printed copy of your reappointment acknowledgement, click save and print button, then follow the instructions at the end of this document entitled "*Printing Your Reappointment Acknowledgement*" before completing number 7 and 8.

Teacher Signature	💼 ጎ 👵 ?
Name: BOSWELL, ROBIN Employee Type: Building Code:	Save and Print Back
THE SCHOOL DISTRICT OF ESCAMBIA COUNTY REAPPOINTMENT OF ANNUAL CONTRACT TEACHER ACKNOWLEDGEMENT	
Employee Name Key: BOSW	EROB00(
Employee's Name: ROBIN BOSWELL Employee Profile Building:	
School Year: 2021-2022 V	
Position: TEACHER 10-MONTH V Type of Employee: Full-Time V	
Assignment: 4TH GRADE TCHR-SELF CONTAINED V	
Building: 0051 BELLVIEW ELE	
Effective Date: 08/03/2021	
I understand that this reappointment is contingent on my certificate being current and that I am certified to teach in the assigned position. I also understand that this is my notification of reappointment for the school year indicated above. TO SIGN, TYPE YOUR NAME IN THE SIGNATURE BOX EXACTLY AS IT IN THE PRINTED NAME BOX BELOW. THIS CONSTITUTES A LEGALLY BINDING SIGNATURE. AFTER SIGNING, CLICK IN THE DATE SIGNED BOX AND THE I WILL AUTOMATICALLY POPULATE. YOU MUST SELECT THE SAVE OPTION AT THE TOP/RIGHT BEFORE EXITITIES SCREEN.	š DATE NG
Signature: Robin Boswell	
Teacher's Printed Name: ROBIN BOSWELL	
Date Signed:	
HUMAN RESOURCE SERVICES APPROVAL: Director-Human Resource Services Date:	

7. Once you sign and hit save, the window will close and you will see the steps screen again. Click on 4. Choose Next Task:

I Process: PA	F-E: Teacher AC Reappointme	ent Status		📷 靠 🖶 ?
ployee: BOSWEROB	BOSWELL, ROBIN	This process is used teachers concerning	to track the status of annu reappointments.	ual and probationary contract
General				Reappoint -Teacher
Complete Section 2	of the custom form			Signature
Custom Forms				1. General
Custom Profile	PAF-E: Tchr Reappoint Status	Teacher Signature	Open	2. Notes
				3. Attachments
				4. Choose Next Task
				Step 1 of 4
				Process History
				Save and Finish Later
				Reassion Task

8. Click the Reappoint_HR Director Approval button to complete your reappointment. IF YOU WANT A PRINTED COPY OF YOUR REAPPOINTMENT ACKNOWLEDGEMENT, go back to number 5 and

choose the save and print button before pressing this button.



Congratulations, you are done, you may log out of Skyward!

PRINTING YOUR REAPPOINTMENT ACKNOWLEDGEMENT

After clicking save and print button, the pop-up window shown below will open. It may be hidden behind other windows on your screen.



When the print process is completed, the above pop-up box will be replaced with the one shown below. Click on the link to view a copy of your Reappointment Acknowledgement in PDF format. You may save this PDF file to your computer or print a paper copy.

Request Complete	
Custom Form - Teacher Signature has finished pr	ocessing.
View Report	Back

You may save this PDF file to your computer or print a paper copy (sample shown below).

	Name: BOSWELL, ROBEN Employee Type: Protess 12 mo Building Code: 9120
THE S REAPPOINTMENT O	SCHOOL DISTRICT OF ESCAMBIA COUNTY OF ANNUAL CONTRACT TEACHER ACKNOWLEDGEMENT
	Employee Name Key: BOSWEROB000
Employee's Name: ROBIN BOSWELL	Employee Profile Building: ASST SUPT HUMAN RESOURCES
School Year: 2021-2022	
Position: TEACHER 10-MONTH	Type of Employee: Full-Time
Assignment: 4TH GRADE TCHR-SELF CO	ONTAINED
Building: 0051 BELLVIEW ELE	
Effective Date: 08/03/2021	
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A successful in all this requestion that is in TO SIGN, TYPE YOUR NAME IN THE SI CONSTITUTES A LEGALLY BRNING & AUTOMATICALLY POPULATE. YOU'N Signature: Robin Boswell Teacher's Printed Name: ROBIN I Date Signed: HUMAN RESOURCE SERVICES APPRO Director-Human Resource Service	contingent on my certificate being current and that I am certified to teach in the assigned y sofficient of responsitument for the teckool year industed above. GNATURE BOX ELACTLY AS IT IN THE PRINTED NAME BOX BELOW. THIS IGNATURE AFTER SIGNING, CLICK IN THE DATE SIGNED BOX AND THE DATE WILL ALST SELECT THE SAVE OPTION AT THE TOPRIGHT BEFORE EXITING THIS SCREEN. BOSWELL

After printing, please be sure to return and complete number 7 and 8 on page 5 of these instructions. Your reappointment acknowledgement is not complete until you choose next task to send your reappointment form to HR.

Robin Boswell-Page 1 of 1

A copy will remain in your print queue for two days. You may access your print queue by clicking the My Print Queue icon as shown below:

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Then select the Custom Form Teacher Signature

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Sample print:

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	Employee Name Key: BOSWEROB00
imployee's Name: ROBIN BOSWELL	Employee Profile Building: ASST SUPT HUMAN RESOURCES
School Year: 2021-2022	
Position: TEACHER 10-MONTH	Type of Employue: Full-Time
Assignment: 4TH GRADE TCHR-SELF CO	INTAINED
Building: 0051 BELLVIEW ELE	
Effective Date: 08/03/2021	
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Teacher's Printed Name: ROBIN E	BOSWELL
Date Signed:	

Robin Boswell-Page 1 of 1

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