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## THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

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### FORM TO REQUEST SCHOOL BOARD APPROVAL FOR OUT-OF- FIELD TEACHER(S)

#### MEMORANDUM

TO: Keith Leonard, Assistant Superintendent of Human Resource Services  
Dawn Ramirez, Coordinator of Educator Certification

FROM: Principal,

DATE:

SUBJECT: Out-of-Field Teachers

Please request School Board approval for the following teachers to teach out-of-field this school year:

Name of Teacher

Out-of-Field Assignment

# of Classes per Day

Rationale:

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Name of Teacher

Out-of-Field Assignment

# of Classes per Day

Rationale:

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Name of Teacher

Out-of-Field Assignment

# of Classes per Day

Rationale:

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Affirmative action/equal opportunity employer