

WESTMORELAND COUNTY PUBLIC SCHOOLS
141 Opal Lane
Montross, Virginia 22520

TO: Director of Personnel
FROM: Principal or Immediate Supervisor
RE: Fulfillment of Obligation
Early Retirement Incentive Program

Name of Participant: _____

Service Location: _____

Dates Service Rendered: _____

Total Days: _____

Type of Service Rendered: (Please check appropriate categories)

- _____ Served as a resource person;
- _____ Served as consultant and/or organizer for staff development program;
- _____ Assisted with instructional and administrative duties during peak work periods;
- _____ Provided remedial assistance to students who needed such remediation;
- _____ Substituted for teachers, administrators, and other regular personnel;
- _____ Performed clerical duties during peak periods of the school year;
- _____ Performed paraprofessional tasks during peak periods of the school year;
- _____ Assisted with evaluation of textbooks, audio-visual equipment and supplies, and various phases of the instructional program;
- _____ Served in the capacity in which participant served during his/her regular employment;
- _____ Other _____

Signature: _____ **(Participant)**

Signature: _____ **(Principal or Supervisor)**

Note: Supervisors: Complete this form each time an ERIP employee works at his/her (40-50) day early obligation. Submit an additional form for each period of work. If the employee works all required days at once only one form is necessary.

Adopted: April 14, 2003
Amended: August 2008