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From: **Diana Zapata** <[dzapata@cusd.net](mailto:dzapata@cusd.net)>

Date: Tue, Feb 1, 2022, 1:29 PM

Subject: [CanalinoAll] Certificated Staff Memo: Notice of Intent to Return 22-23 SY

To: CUSD ALL <[cusdall@cusd.net](mailto:cusdall@cusd.net)>

**CARPINTERIA UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

DATE: January 31, 2022

TO: Certificated Staff

FROM: [Diana Zapata](#), Director of Human Resources

RE: NOTICE OF INTENT TO RETURN FOR THE 2022-2023 SCHOOL YEAR

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The District is in the process of reviewing and preparing for the 2022-2023 school year. We are in the midst of an unprecedented shortage of qualified teachers, therefore we need to identify any intention of retirements and resignations to provide us with a longer hiring period for replacement.

All assignments for the new school year will be pending board approval.

In consideration of retirement: the application for CalSTRS requires processing time and ideally should be started early (approx. 3 months) in order to provide salary continuation without interruption.

With appreciation: resignations and / or retirements should be made in writing to Superintendent Rigby and CUSD Human Resources as early as possible. Email is acceptable.

**Diana Zapata, Director Human Resources**

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