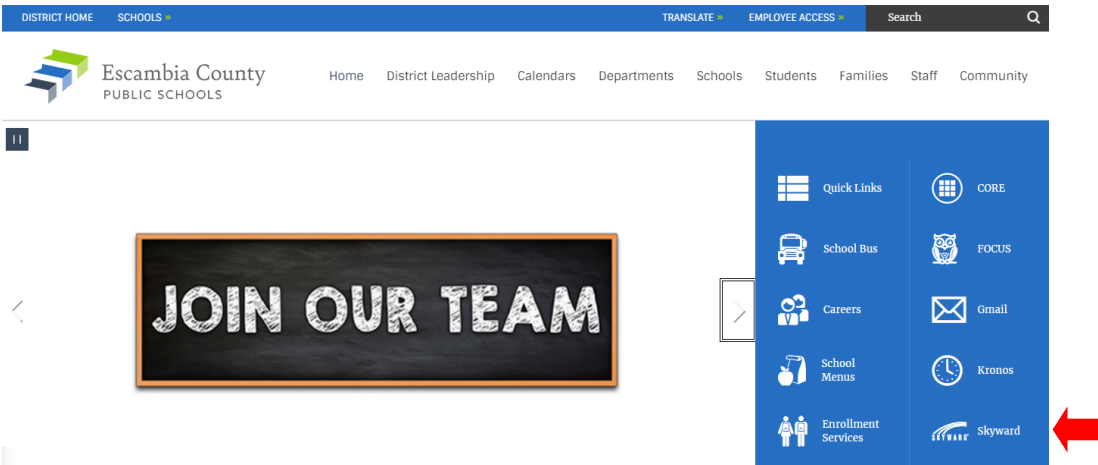


DIRECTIONS FOR TEACHERS TO SIGN REAPPOINTMENT OF ANNUAL CONTRACT ONLINE

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.

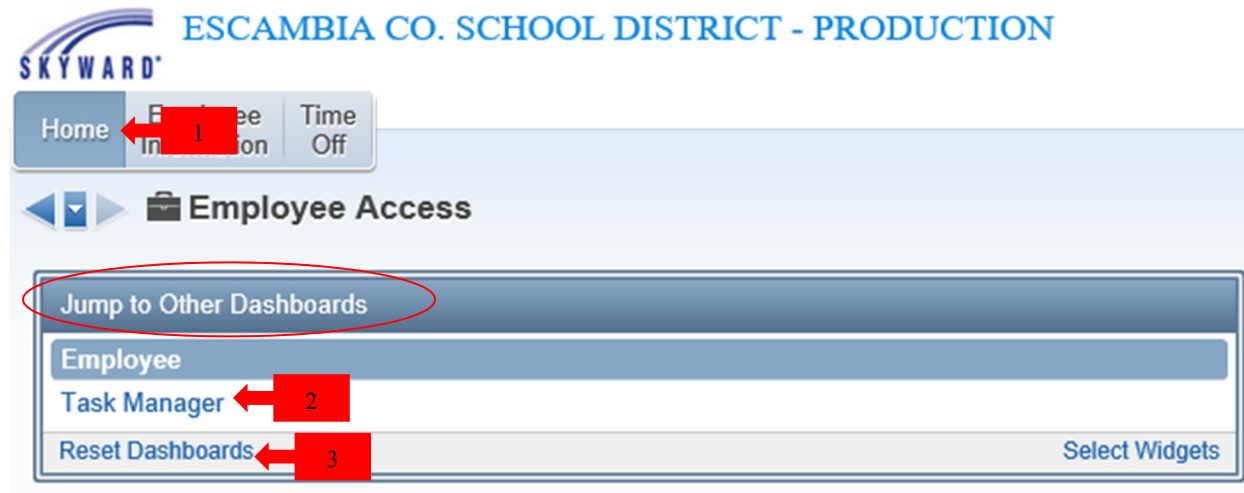
1. From the District website (escambiaschools.org), click on the Skyward icon as shown below:



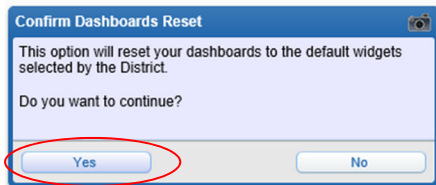
2. Log in using your single sign-on username and password:



3. Click on Home. Next click on Task Manager, then reset Dashboards in the Jump to Other Dashboards box.

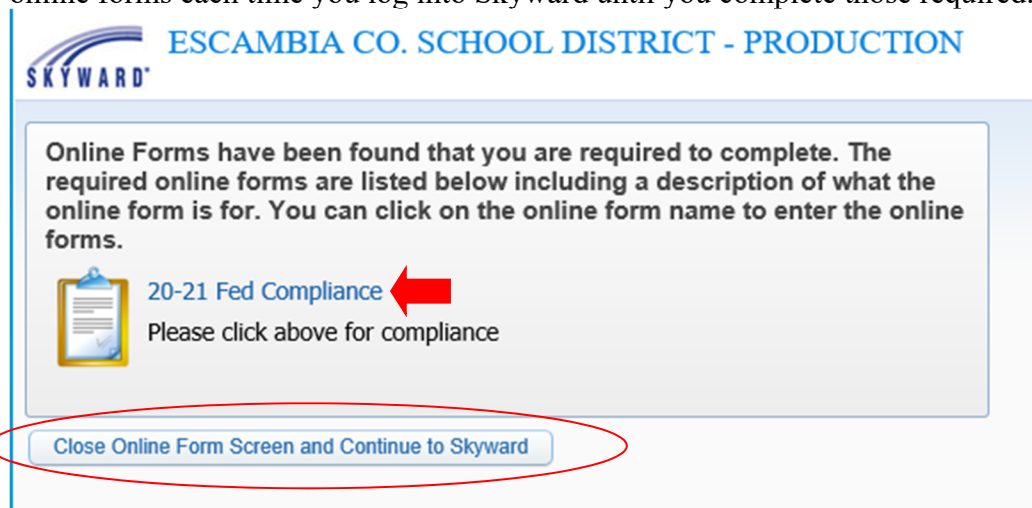


Click yes in the pop-up box to Confirm Dashboards Reset*

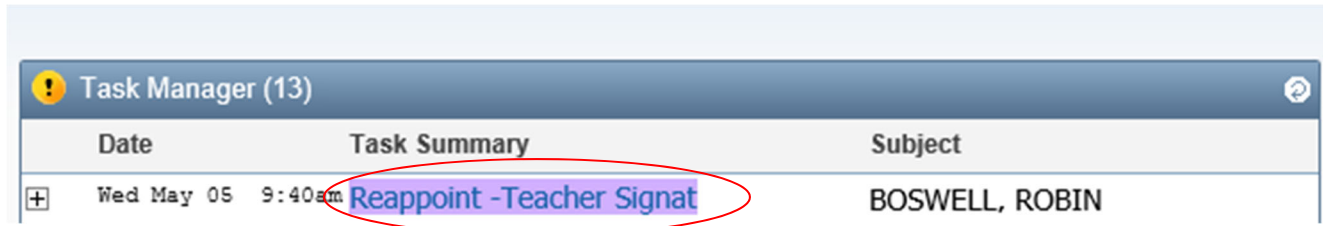


*If the box shown above does not appear when you enter Skyward, you may see the Online Forms box shown below. This means you have an online form to complete. Please click the online form link (see link with red arrow ← below) and take the steps necessary to complete any online forms.)

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.

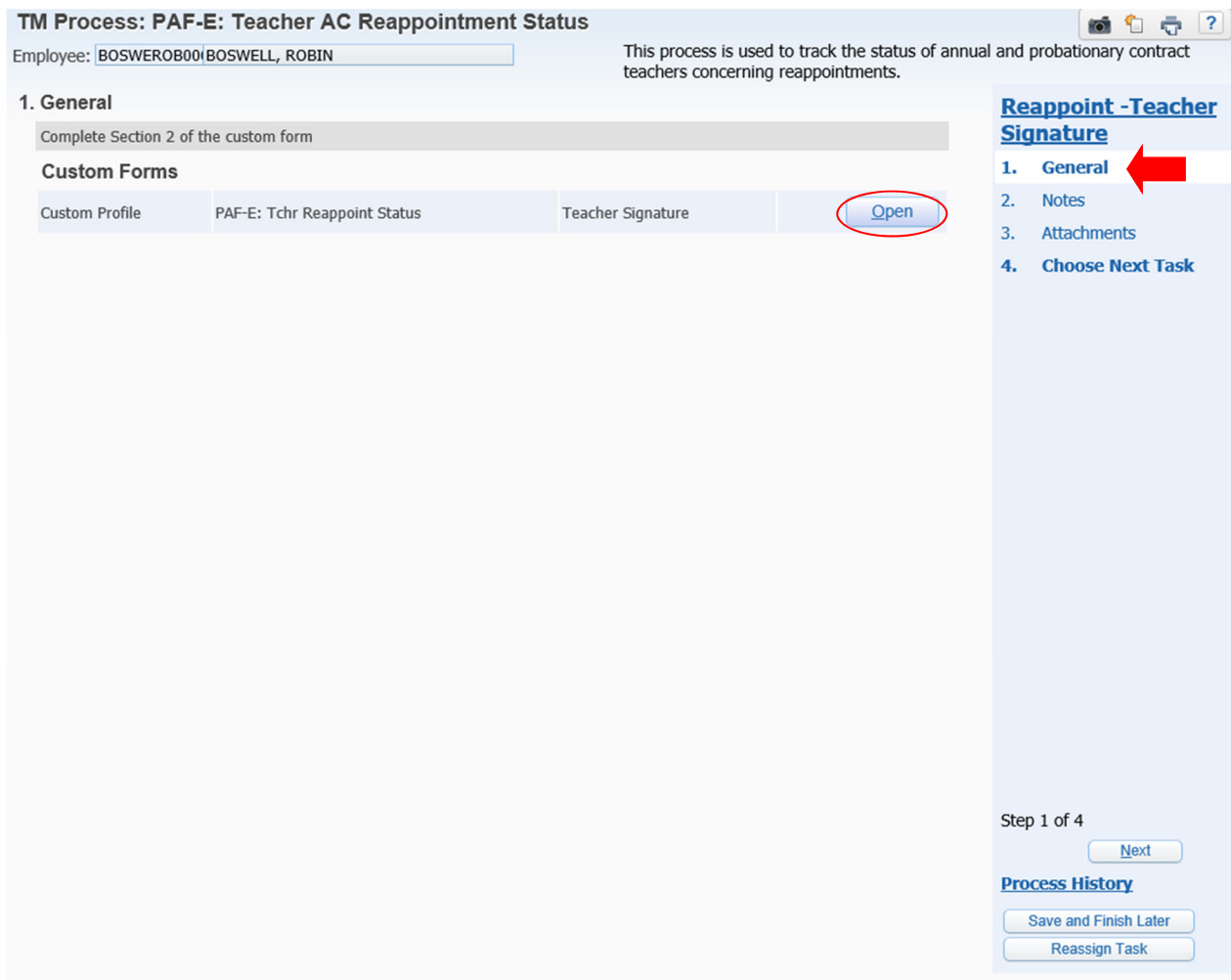


4. After resetting your dashboard, look for the Task Manager box, and click on the blue Reappoint-Teacher Signature task as shown below. Your name will be listed under subject.



| Date | Task Summary | Subject |
|-------------------|---------------------------|----------------|
| Wed May 05 9:40am | Reappoint -Teacher Signat | BOSWELL, ROBIN |

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



TM Process: PAF-E: Teacher AC Reappointment Status

Employee: BOSWEROB00 | BOSWELL, ROBIN

This process is used to track the status of annual and probationary contract teachers concerning reappointments.

1. General

Complete Section 2 of the custom form

Custom Forms

| Custom Profile | PAF-E: Tchr Reappoint Status | Teacher Signature | Open |
|----------------|------------------------------|-------------------|------|
| | | | Open |

Reappoint -Teacher Signature

- General
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

Next

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

Name: BOSWELL, ROBIN Employee Type: Building Code:

Save Save and Print Back

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
REAPPOINTMENT OF ANNUAL CONTRACT TEACHER ACKNOWLEDGEMENT

Employee Name Key: BOSWEROB000

Employee's Name: ROBIN BOSWELL

Employee Profile Building:

School Year: 2021-2022

Position: TEACHER 10-MONTH

Type of Employee: Full-Time

Assignment: 4TH GRADE TCHR--SELF CONTAINED

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 DATE WILL AUTOMATICALLY POPULATE. YOU MUST SELECT THE SAVE OPTION AT THE TOP/RIGHT BEFORE EXITING THIS SCREEN.

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:

The screenshot shows the 'TM Process: PAF-E: Teacher AC Reappointment Status' form. The employee name is BOSWEROB00|BOSWELL, ROBIN. The form is currently on Step 1 of 4, titled '1. General'. A 'Custom Forms' table is visible with columns for 'Custom Profile', 'PAF-E: Tchr Reappoint Status', and 'Teacher Signature', and an 'Open' button. On the right side, a vertical navigation menu titled 'Reappoint -Teacher Signature' lists four steps: 1. General, 2. Notes, 3. Attachments, and 4. Choose Next Task. A red arrow points to the '4. Choose Next Task' option. At the bottom right, there are buttons for 'Next', 'Process History', 'Save and Finish Later', and 'Reassign Task'.

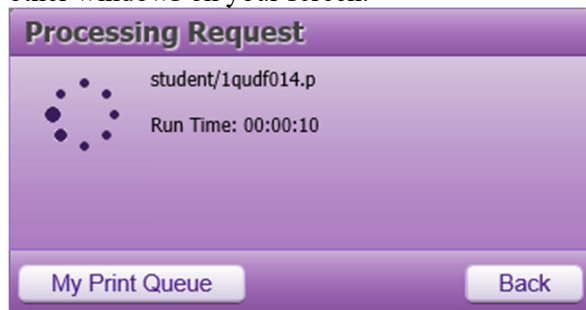
8. Click the Reappoint_HR Director Approval button to complete your reappointment. IF YOU WANT A PRINTED COPY OF YOUR REAPPOINTMENT ACKNOWLEDGEMENT, go back to number 5 and choose the save and print button before pressing this button.

The screenshot shows the 'TM Process: PAF-E: Teacher AC Reappointment Status' form, now on Step 4 of 4, titled '4. Choose Next Task'. The instruction is 'Select the Next Task or return to a Previous Task'. There are two columns of buttons. The left column is labeled 'Select the button below to create the Next Task:' and contains a button 'Reappoint_HR Director Approval (KROSTAG, KELLY P)' which is circled in red. The right column is labeled 'Select the button below to return to a Previous Task:' and contains a button 'Reappoint-Initiate'. On the right side, the vertical navigation menu now highlights '4. Choose Next Task'. At the bottom right, there are buttons for 'Previous', 'Process History', 'Save and Finish Later', and 'Reassign Task'.

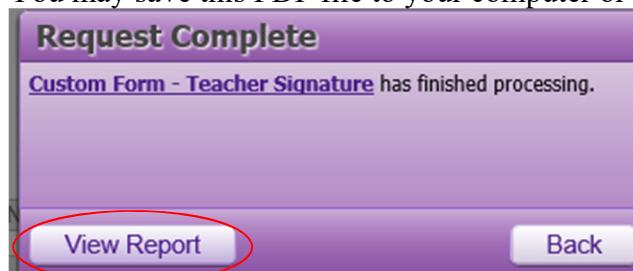
Congratulations, you are done, you may log out of Skyward!

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.



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

Form: Teacher Signature Name: BOSWELL, ROBIN Employee Type: Profess 12 mo Building Code: 9120

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
REAPPOINTMENT 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 CONTAINED
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.

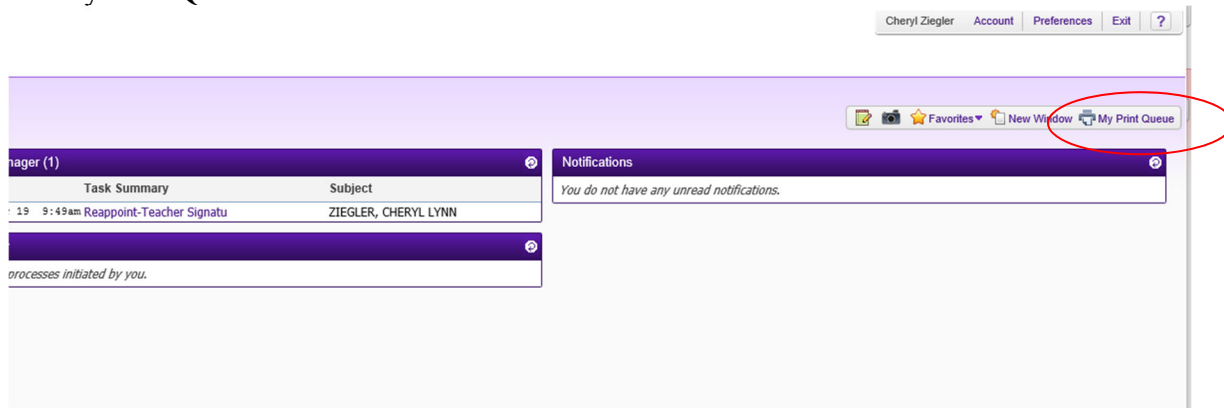
TO SIGN, TYPE YOUR NAME IN THE SIGNATURE BOX EXACTLY AS IT IN THE PRINTED NAME BOX BELOW. THIS CONSTITUTES A LEGALLY BINDING SIGNATURE. AFTER SIGNING, CLICK IN THE DATE SIGNED BOX AND THE DATE WILL AUTOMATICALLY POPULATE. YOU MUST SELECT THE SAVE OPTION AT THE TOP/RIGHT BEFORE EXITING THIS SCREEN.

Signature: Robin Boswell
Teacher's Printed Name: ROBIN BOSWELL
Date Signed:

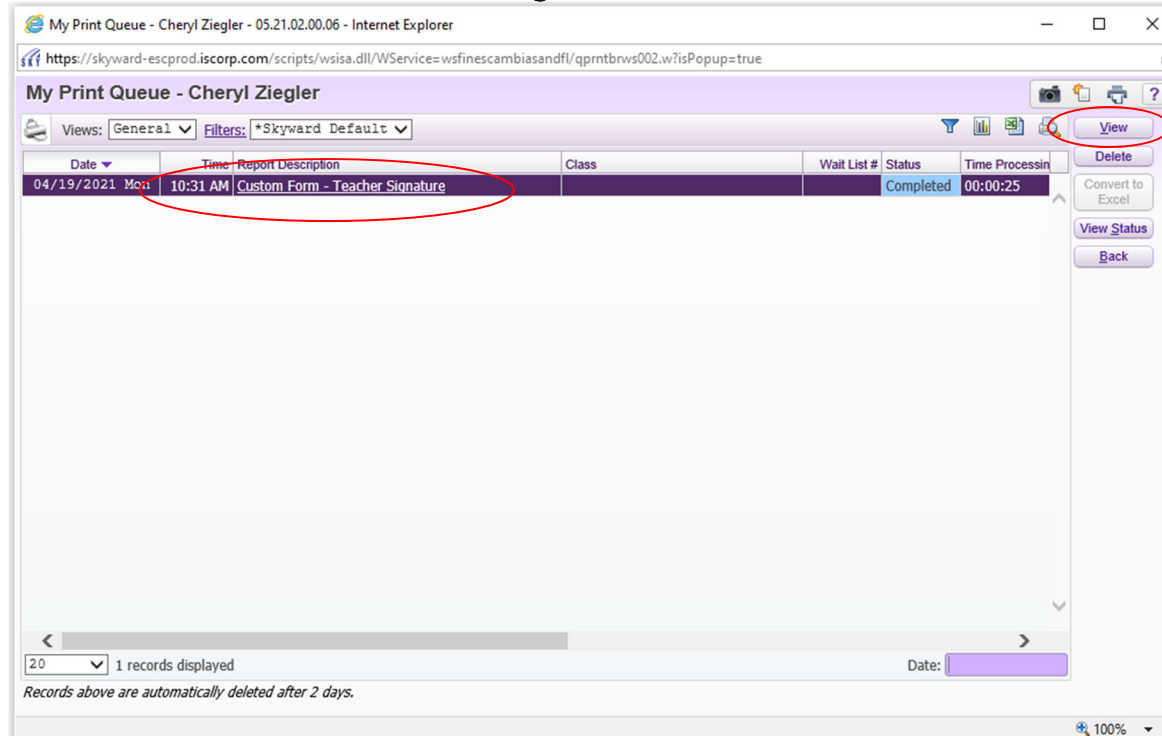
| |
|-----------------------------------|
| HUMAN RESOURCE SERVICES APPROVAL: |
| |
| Director-Human Resource Services |
| Date: |

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.

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:



Then select the Custom Form Teacher Signature



Sample print:

Form: Teacher Signature Name: BOSWELL, ROBIN Employee Type: Prof: 12 ms Building Code: 9129

THE SCHOOL DISTRICT OF ESCAMBA COUNTY
REAPPOINTMENT OF ANNUAL CONTRACT TEACHER ACKNOWLEDGEMENT

Employee Name: BOSWELL, ROBIN Employee Profile Building: ASST HPTP HUMAN RESOURCES Employee Name Key: BOSWELL0800

School Year: 2021-2022
Position: TEACHER 10-MONTH Type of Employee: Full Time
Assignment: 4TH GRADE FCIBS-SELLE CONTAINED
Building: 0601 BELLVIEW ELE
Effective Date: 08/01/2021

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 IS IN THE PRINTED NAME BOX BELOW. THIS CONSTITUTES A LEGALLY BINDING SIGNATURE. AFTER SIGNING, CLICK ON THE DATE SIGN BOX AND THE DATE WILL AUTOMATICALLY POPULATE. YOU MUST SELECT THE SAVE OPTION AT THE TOP RIGHT BEFORE EXITING THIS SCREEN.

Signature: Robin Boswell
Teacher's Printed Name: ROBIN BOSWELL
Date Signed:

HUMAN RESOURCE SERVICES APPROVAL
Director-Human Resource Services
Date:

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.