

**Policy GCAD – School Principal  
Exhibit 1 – Assistant Principal Contract  
Renewal Letter Template**

[Date]

Employee name

Employee Address

Employee Address

Dear [Name]:

**Re: Assistant Principal Contract – Recommendation for Renewal**

As discussed at our meeting on [Date] in accordance with Section (197) of the Education Act, Alberta Education's Leadership Quality Standard and PWPSD Board *Policy GCAD-School Administrator* I am pleased to recommend you for a second probationary contract or a 4 year term contract or continuous designation of your role as Assistant Principal [or principal] at [School name] School.

In accordance with *Policy GCAD-School Administrator*, I reviewed the Leadership Quality Evaluation template, as well as the Leadership Quality Standard with you. Based upon ongoing supervision (and evaluation), your level of performance in each of the competencies reviewed meets the standard.

The renewal of your designation, if approved, will be a one-year probationary contract or a 4 year term contract or continuous designation appointment and will commence the [School year] school year. During this time, I will work closely with you to improve in the following competencies of the Leadership Quality Standard:

[List competencies]

I am available to discuss the content of this letter or answer any questions you may have regarding this process.

I look forward to continuing working with you in the future.

Regards,

[Principal name or Superintendent or Designate]



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Principal, [School Name] School

cc. Personnel File