



January 6, 2020

Dear Reverend (Monsignor) Father and Principal,

Each January the Catholic Schools Office has required that an Administrator Intent Form be submitted regarding the upcoming school year. This process assists the president and/or the principal, the pastor, the school, the parish, and the Catholic Schools Office to plan for the important role of school leadership. With this cover letter you will find the Administrator Intent Form for 2020-2021.

The Administrator Intent Form provides an occasion for the school administrator(s) and pastor to reflect upon the school leadership at this mid-year juncture and plan for the upcoming school year. The form has a place for both administrator and pastor input and signatures. For regional schools one pastor may complete the form, with the consent of the other supporting pastors. For diocesan schools the superintendent would complete the form.

Please note that the Administrator Intent Form is not an employment agreement. It is simply an indication of the administrator's and pastor's ideas about the school's future with regard to leadership.

Please schedule a time for this conversation, complete the Administrator Intent Form with both signatures, and return it by January 31, 2020.

Thank you for all you do for Catholic school education in our diocese.

Sincerely,

Louis P. De Angelo

Louis P. De Angelo, Ed.D.
Superintendent of Schools

enclosure