



January 4, 2023
Saint Elizabeth Ann Seton

Dear Reverend (Monsignor) Father and School Administrator,

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 2023-24.

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 February 1, 2023.

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

Attachment



**Catholic School Administrator Intent Form
2023 - 24**

SCHOOL: _____

ADMINISTRATOR'S RESPONSE

- ___ I am planning to return to the position of president or principal at this school for the 2023-2024 school year.
- ___ I would like to be considered for transfer to another school in the diocese, should an appropriate opportunity become available. *(Presidents/Principals may also express interest in a transfer once an opening is announced.)*
- ___ I am not planning to return to the position of president or principal at this school for the 2023-24 school year.

Administrator's Signature: _____

PASTOR'S RESPONSE

- ___ I endorse the president or principal returning to the leadership position at this school for the 2023-24 school year.
- ___ I understand the president or principal wishes to be considered for transfer to another school in the diocese, should an appropriate opportunity become available.
- ___ I am aware that the president or principal is not planning to return to the position of president or principal at this school for the 2023-24 school year.
- ___ I request additional time to consult with the president or principal regarding leadership at this school for the 2023-24 school year. ***(Response due by February 15, 2023)***

Pastor's Signature: _____

Please return this form to:
Mary Filippone, Personnel Coordinator
Catholic Schools Office, 1626 N. Union Street, Wilmington, DE 19806
OR via email to: mfilippone@cdow.org OR via fax to: 302-573-6945

DUE FEBRUARY 1, 2023