

Sample Employee Registration Form for Review Purposes Only As AACPS prepares for schools to reopen for hybrid learning, the registration below is for planning purposes. All **school-based Unit I, II, and IV employees** are required to respond to each inquiry below. The deadline for responding is Thursday, October 15, 2020 at midnight (12:00 AM EST).

Please visit the [October 2020 Reopening Employee website](#) for reopening timeline, elementary hybrid model details, and links to employee accommodation and leave forms as well as HR personnel to reach out to should you need assistance.

Registration

Completion of this registration does not create an obligation on the part of AACPS to grant an accommodation or requested leave type. No action will be taken against or in favor of any employee based on their responses.

Under the hybrid model, most teachers must be able to work onsite four days per week. A small pool of teachers will work virtually five days per week. For virtual work, priority will be given to employees who require accommodations for the own health condition, the health condition of a third-party, or childcare.

User Id

SMPLEMPLOYEE

Title

SAMPLE EMPLOYEE

School

When in-person instruction occurs as described [here](#):

- I will return to in-person work at my school on November 2, 2020.
- I will not return to work in-person at my school on November 2, 2020, due to my childcare needs. I will [apply for an accommodation \(link\)](#) which may include virtual teaching.
- I will not return to work in-person at my school on November 2, 2020, due to my own health condition. I will [apply for an accommodation \(link\)](#) which may include virtual teaching.
- I do not plan to return to in-person work at my school on November 2, 2020, due to the health condition of a relative/member of my household. I will [apply for an accommodation \(link\)](#) which may include virtual teaching.
- I will not return to work at my school on November 2, 2020 due to other reasons not noted in the choices above. [I will not apply for an accommodation \(link\)](#). I will take a leave of absence, retirement or resignation.

NOTE: If you choose Leave of Absence or Retirement, please contact the Leave or Retirement Specialists on the links provided at your earliest convenience. If you intend to resign, please review the resignation form and materials and contact Ms. Kera Holley at kholley@aacps.org at your earliest convenience.

Cancel

Submit