

7TH FORMULA—XIV. SECTION, 8TH DIVISION.

Form of Memorial by Teachers receiving notice of the intention of the Superintendent to annul their certificates, and appealing their case to the decision of the District or County Superintendent.

To the Superintendent of Common Schools for the District [or County] of ———

The Memorial of (*here insert the Teacher's name*) Common School Teacher in No. ——— School District [Township, Town, or City] of ———, humbly sheweth:

That your Memorialist has been served with a notice from [*here insert the Superintendent's name*] Superintendent of Common Schools in this [Township, Town or City] intimating that my certificate as a Common School Teacher shall be cancelled on and after the — day of ——— 18—, for the following reasons [*here state the reasons in the Superintendent's notice*]. Your Memorialist considers himself [*or herself*] aggrieved by their decision, because [*here state the grounds of objection to the decision*]. On these grounds your Memorialist appeals the whole case to your review, in the confident hope that you will see good cause to reverse the decision of the — Superintendent: and your Memorialist shall ever pray. Dated this — day of ———, 18—.

N.B.—The Superintendent receiving such a Memorial should at his earliest convenience inquire carefully into the case, which will in general be most satisfactorily done on the spot. He should therefore direct the Trustees to call a School meeting for that special purpose, in a legal manner, to meet in the School house on the given day and hour, when he would attend. The Trustees should also be directed to request the [Township, &c.] Superintendent and the Teacher to be present, the one to vindicate his decision, and the other to substantiate his objections. The Superintendent having fully investigated the case should either confirm the decision appealed from, or set it aside, as he may see just cause. But if he has doubts as to the decision he should come to, he may send in a correct statement of the case to the Education Office for an opinion before giving his decision.

8TH FORMULA—XV. SECTION.

Form of the Annual Report by the Township, Town, or City Superintendents to the District or County Superintendents.

Annual Report of Common Schools in the [Township, Town, or City] of ——— to the [Dist. or County] Sup't of ———.

I [*here insert the Superintendent's name*], Superintendent of Common Schools in the [Township, Town or City] of