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TO: ALL EDUCATION ASSISTANTS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: April 29, 2022
RE: Qualification Upgrade Requests – Important Deadline

Education Assistants hoping to have a Qualification Upgrade Request reviewed and completed by Human Resources prior to the yearly EA Assignment process will need to submit their request by **May 11th** and, **very important, attach ALL required accompanying documentation to their submission.** Incomplete submissions will not be reviewed prior to Assignment process.

Please see the school district website for the Qualification Upgrade Request forms or call Ashley in HR at 250-748-0321 ext. 279 for assistance.