

**Denver Public Schools**  
DEPARTMENT OF HUMAN RESOURCES  
900 GRANT STREET / DENVER, CO 80203  
HRConnect: (720) 423-2900  
HR Fax: (720) 423-3121  
DPS Careers: <http://hr.dpsk12.org/applicant>



**Reduction in Building Staff Form (RIBS)  
Article 13-10**

*Note to Principals:*

This form is due to teacher(s) by September 22, 2009. Please submit the signed form to your HR School Partner by 9/22/09. Completed forms can be faxed to (720) 423-3121. Principals must also report RIBS information via the online teacher staffing system before 5:00 p.m. on 9/22/09.

---

Teacher Name: \_\_\_\_\_ DPS ID Number: \_\_\_\_\_

Pursuant to Article 13 of the DCTA agreement with Denver Public Schools and DPS budget procedures, you are notified that your teaching position is being reduced due to fall adjustment. You are to continue teaching in your current assignment until otherwise notified. In order to facilitate the adjustment process and to assist you in finding another teaching position in DPS, the district has established a process to guide you.

You will need to apply for positions for which you are qualified using the online teacher staffing system. You will then be contacted by principals or Personnel Committee members over the next few days inviting you to interview for vacancies for which you applied. Please make yourself available for these interviews. Your current phone number and contact information should be included with your online application and given to your school so you can be reached promptly during this period.

Please complete the attached 2009 Profile Form and fax to HR by 12:00 p.m., Wednesday, September 23, 2009 to assist the District in reassigning you. HR fax number is (720) 423-3121.

We appreciate your patience during this difficult time. If you have any questions, please contact the HR Connect at (720) 423-3900. Thank you.

Principal's Name (Print): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_