



Diocese of Springfield in Illinois
Office for Catholic Schools



2021-2022 SCHOOL EMPLOYEE RECOGNITIONS

Please complete this form on your computer to utilize the drop down menu choices for each line.

The Office for Catholic Schools will be recognizing ALL FULL-TIME, PAID SCHOOL EMPLOYEES who have reached landmark years of service in our schools within the Diocese of Springfield. This recognition is for:

- ALL of your full-time paid employees who will have completed exactly 5, 10, 15, 20, etc. years of experience at the end of this school year.
Do not duplicate years worked i.e. do not double the time worked if shared between schools.
One certificate per employee recognized if shared between schools AND ADD UP TO FULL-TIME.
Please TYPE the employees' names in the fillable chart below and indicate their category, job title, and which landmark year (multiples of 5 only) for persons to be recognized. Use drop-down menu options in some columns.

Email the completed form May 30 to Lori at lcasson@dio.org.
If you need more rows, feel free to use multiple forms.

Name of School: City:
Person completing this form:

Table with 5 columns: Employee Name, Employee Role, If "Other", List Job Title, Years of experience. Rows 1-10.