



Archdiocese of Seattle
Catholic Schools
Policy Manual

Acknowledgement of Receipt Form

My signature below certifies that:

- I have been provided information on how to access the Catholic Schools Policy Manual via the www.mycatholicsschool.org website.
- I agree that I have read the policies in order to be informed about them and I will abide by them.
- If I do not have access to a computer, I understand that I can request a printed copy of the policies from my school.
- I will ask my principal or canonically appointed pastoral leader, if I have any questions regarding any of the information contained in these personnel policies.
- I understand that the purpose of these policies is to educate employees about the personnel policies of the Catholic Schools serving in the Archdiocese of Seattle.
- This is not an employment contract.
- I understand that these policies represent the current personnel policies and benefits.
- The Archdiocese of Seattle reserves the right to change these policies at any time without prior notification.
- I understand that this signed agreement will be maintained in my personnel file.

Employee Signature

Date

Employee Printed Name

Archdiocese of Seattle Office for Catholic Schools
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Tel. 206-382-4861
www.mycatholicsschool.org