

# Ambassadors Preparatory Academy

## *Employee Handbook Receipt*

Name \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of Ambassadors Preparatory Academy Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Special Note:** This handbook includes two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to the APA office.