



2018-2019 Transfer Process

Important Staffing Timelines

Please note that the Transfer Process for current permanent teachers interested in moving schools for next year begins in April, 2018. The Transfer Process also applies to part-time teachers looking for an increase for next year.

All teachers that have been at their school for a minimum of two years are eligible to take part in the transfer process.

Please note that February 28th, 2018 by 3 p.m. is the deadline to submit the forms in any of the following areas:

Teacher Increases in Contractual Status

K-6 part-time permanent teachers interested in an increase: [Please complete this form.](#)

7-8 part-time permanent teachers interested in an increase: [Please complete this form.](#)

9-12 part-time permanent teachers interested in an increase: [Please complete this form.](#)

Absolute Transfers

K-12 teachers interested in an Absolute Transfer: [Please complete this form.](#)

Leave to Reduced Teaching Schedule

Requests for new or continued Leave to Reduced teaching schedule: [Please complete this form.](#)

Return to System

Teachers returning to the system: [Please complete this form.](#)

Retirement

If you have decided to retire, please consider informing the HR department in writing, prior to the start of the staffing process. In some cases, knowing of a retirement on staff means that another staff member does not need to be declared surplus. Your official retirement date can be stated in the letter. It is recommended that anyone considering retiring consult with the Pension Board prior to submitting a letter of retirement.

Leave of Absence

If you would like to apply for a Leave of Absence for the 2018-2019 school year, [please complete this form](#) and submit to the appropriate HR Officer by March 1st, 2018.