

PLEASE POST

2008-2009:27

LAMBTON KENT DISTRICT SCHOOL BOARD MEMORANDUM

TO: Secondary Principals,
Barb Young, OSSTF Federation President,
cc. Gayle Stucke, Director of Education,
Superintendents of Education,
Office Supervisors

FROM: Warren Kennedy, Superintendent of Education – Human Resources

RE: **TEACHER TRANSFERS and TIMETABLE CHANGE REQUESTS -
SECONDARY – for SCHOOL YEAR 2009-2010**

DATE: **JANUARY 19, 2009**

Any teacher requesting to transfer to a new school location or to change part-time or full-time status should complete the attached form. This form may be photocopied as required at each location. Teachers must include two geographic preferences.

Completed Transfer Request Forms, with Principals' signature, are to be submitted no later than March 31, 2009. Transfer requests received after this date will not be considered.

Requests will be considered by Principals and Senior Administration during the 2009-2010 staffing process.

Please bring this information to the attention of all teachers (including all teachers on Maternity Leave).

Warren Kennedy
Superintendent of Education – Human Resources

LAMBTON KENT DISTRICT SCHOOL BOARD
SECONDARY TEACHER TRANSFER REQUEST
and/or
TIMETABLE CHANGE REQUEST

Return by March 31, 2009

EMPLOYEE'S INFORMATION

Name	
Location	
Position	
Current Assignment	
Year(s) of Teaching Experience	
Year(s) at Current School	
Qualifications	
Additional Information, Other Related Interests	

EMPLOYEE'S REQUEST

Geographic Location Only (City or Community – not specific school)	<u>First Choice</u>	<u>Second Choice</u>
Assignment (Division and/or Subjects)		
Timetable Change (Full time/ Part time Status)		
Reason for Requesting Transfer/Timetable Change		

RETURN FORM TO: Administrative Assistant – Human Resources Lambton Kent District School Board Sarnia Education Centre 200 Wellington Street, P.O. Box 2019 Sarnia, Ontario N7T 7L2	EMPLOYEE SIGNATURE	
	DATE	
	Principal Signature Acknowledging Request	
	DATE	