

TEACHER TRANSFER PROCEDURE

The transfer of professional staff is based on school division policy and the application of the collective bargaining agreement.

Teacher transfer may be initiated by:

- a teacher seeking a transfer;
- school administration;
- the school division.

Teachers will receive annually, a memorandum outlining the transfer request process and timelines.

Teacher initiated transfer requests are directed to the Assistant Superintendent – Human Resources.

Teacher transfers initiated by the division and/or school administration will be communicated to any affected teacher prior to the end of April.

Teacher transfer decisions will be communicated to affected teachers by their current school administrator.

Effective Date: April 20, 2004 Review Date:
Amended Date: November 20, 2012;
September 18, 2018
Board Motion(s): 250/04; 357/12; 194/18
Legal/Cross Reference:
