



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9

Tel. (250) 635-4931 or 1-855-635-4931 - Fax 1-888-330-3467 - www.cmsd.bc.ca

TEACHER INITIATED TRANSFER REQUEST (School Year 2018-2019)

Name:				
Current School:				
Current Assignment:				
Requested School(s):				
Requested Assignment(s):				
Reason(s) for transfer request: <i>(optional)</i>				
Increase in Assignment in % of FTE (Art. C.21.3.d.i.ii)	From:		To:	
Teacher's Signature:			Date:	

NOTES:

1. Under the Collective Agreement:

E21.2 (b) "If a teacher wishes to receive a transfer to another assignment within the District, the teacher shall submit the request in writing, with reasons indicated, to the Superintendent by March 1."

This responsibility has been delegated to **Human Resources**. Please efax your completed form to 1-888-330-3467, or scan and email it to hr@cmsd.bc.ca. If you are unsure of procedures, or if you require assistance in completing this form, please contact the Human Resources Department and/or your local Union office.

2. Your Principal's signature is not required on this form and the section of *Reason(s) for Transfer Request* is optional.
3. You must apply in writing **by February 28, 2018 (before midnight)**. Failure to complete and submit this form before the deadline means you will **NOT** be eligible for a Teacher Initiated Transfer for the following school year.
4. Interviews with specific school Principals may occur after jobs are posted and postings have closed. Please monitor the postings.