## A. PERSONAL INFORMATION

TEACHER NAME: _________________________________  _______________________________
Surname          Preferred First Name

SCHOOL: _______________________________________

EMPLOYEE #: ___________________

TRANSFER FOR THE SCHOOL YEAR: ______________

## B. TRANSFER REQUEST (Location)

**Note:**
- Select EITHER B-1 OR B-2. Completion of both sections will invalidate this form.
- Restrictions on a transfer request reduce the opportunities for mobility.
- Please make sure you check the profiles of the schools in the Areas.

### B-1 I request to be transferred as indicated below:
Please circle one or more Areas. **Up to four (4) schools in each Area may be excluded.**

<table>
<thead>
<tr>
<th>AREA A</th>
<th>Excluding</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA B</td>
<td>Excluding</td>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
</tr>
<tr>
<td>AREA C</td>
<td>Excluding</td>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
</tr>
<tr>
<td>AREA D</td>
<td>Excluding</td>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
</tr>
</tbody>
</table>

### B-2 I request to be transferred to the following schools **ONLY** (list a maximum of ten):

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________
7. ______________________________
8. ______________________________
9. ______________________________
10. ______________________________
C. TRANSFER REQUEST (Timetable)

I am CERTIFICATED for and willing to be transferred into subjects that are listed under the following Certification Codes (refer to the document entitled “TDSB Secondary Certification/Subject Codes 2016”). For each Certification Code listed check as many boxes as appropriate.

<table>
<thead>
<tr>
<th>Certification Codes</th>
<th>Intermediate (Grades 7/8/9/10)</th>
<th>Senior (Grades 11/12)</th>
<th>ESL Sensitive</th>
<th>Special Education Sensitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
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</tr>
</tbody>
</table>

Note: If ‘RSE’ Special Education is listed above, please specify from among the following:
- Behavioural/Adjustment
- Learning Disability
- Gifted
- Section 23 (TDSS)
- Multiple Exceptionalities
- Physically Handicapped
- Developmental Disability
- Autism
- Mild Intellectual Disability (MID)
- Other: ________________________________

I am EXPERIENCED BUT NOT CERTIFICATED (as indicated on my seniority verification form) and I am willing to be transferred into the following:

<table>
<thead>
<tr>
<th>Certification or Subject Code(s)</th>
<th>Intermediate (Grades 7/8/9/10)</th>
<th>Senior (Grades 11/12)</th>
<th>ESL Sensitive</th>
<th>Special Education Sensitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
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</tbody>
</table>

Additional area(s) into which I am willing to be transferred:
- □ Student Success
- □ Credit Recovery
- □ e-Learning

D. DECLARATIONS

I have read the Transfer Guidelines and understand the conditions under which I am requesting a transfer.

Teacher’s Signature: ______________________________ Date: ______________________________

I have discussed with the above-named Teacher this transfer form.

Principal’s Signature: ______________________________ Date: ______________________________

NOTE: Deadline to rescind form is: May 19, 2016 (noon)

The transfer request cannot be rescinded once it has been granted.
GUIDELINES
FOR SECONDARY TEACHERS REQUESTING TRANSFERS

PART A: Completion of Form

1. The Transfer Procedures state that geographic requests if indicated and teaching assignment requests will be considered and both must match for the transfer to occur.

Please note that the more restrictive your request, the less likely the transfer will be able to be accommodated.

For example:

- A Teacher who lists only 5 schools as possible placements may miss out on being placed in a nearby school with an ideal timetable.
- A Teacher who lists only “Senior MAT” under subjects may miss out on being placed in a timetable in a desired school because the timetable included a combination of Intermediate MAT as well as Senior MAT.
- Be specific, do not state “HIS” if you also want to be considered for HXE; you must state both if you are willing to teach either subject. Likewise, do not state “ENG” if you also want to be considered for EMD; you must state both if you are willing to teach either subject.

PART B: Process

1. Teachers requesting a transfer must complete the Secondary Staffing Transfer form and return it to the Principal not later than noon on March 1, 2016.

   (A map identifying school locations and a list of schools in each Area indicating which schools are semestered or full year is available in each school office. The web site to access school profiles is www.tdsb.on.ca.)

2. Teachers who have been granted a leave of absence without pay for the 2016/2017 school year are not eligible to apply for a transfer for the 2016/2017 staffing process.

3. All other Teachers, including probationary Teachers may apply for transfer across the TDSB. However:

   - Teachers who have received a Summative Report that has a rating of “unsatisfactory” and who have not yet completed the next appraisal process by the deadline date for transfer requests, will not be considered for transfer at this time;
   - Teachers who have received a Summative Report that has a rating of unsatisfactory but who, in the next appraisal process received a satisfactory rating, will be considered for transfer at this time;
   - Teachers cannot apply for a transfer to their home school.

4. Applications for transfer will be considered prior to the placement of surplus Teachers, in accordance with the provisions of the Collective Agreement.
5. (a) All transfer requests will be considered but may not be able to be accommodated.

(b) Teachers who are declared surplus to school will have their transfer requests put on hold until they are “pulled back” to their home school or placed in the staffing process.

(c) Teachers who submitted a transfer request but who are successful in obtaining a position in another school through the first posting process (May 3 to May 16) will be deemed to have withdrawn their transfer request.

6. **The procedures for dealing with transfer requests are outlined in the secondary staffing binder section entitled “Transfer Procedures” which will be available in the schools in mid-February.**

7. This transfer request may be withdrawn by notifying Bonnie Sheehan, Seniority/Staffing Analyst, Secondary Teaching. This notification may be sent by mail or by email (bonnie.sheehan@tdsb.on.ca). These requests must be received **no later than noon May 19, 2016**.

8. All transfer requests are subject to surplus procedures and timetable adjustments. If a timetable adjustment is necessary, the majority of the original subjects on the timetable will be maintained.

9. When a subject appears under “Experienced But Not Certificated” a Teacher may reasonably expect that this subject can be timetabled. For staffing purposes, a Teacher is considered to have consented to teach any subject listed in this section.

10. Teachers will be informed if their transfer has been granted on June 8.

11. There is nothing in these procedures that prevents qualified Teachers from also applying for any position that is posted.

12. Questions about the process should be directed to any of the following:

- Lynda Brewer, Staffing Officer: Areas A and B (416-397-3255) email: lynda.brewer@tdsb.on.ca
- Sandi Tierney, Staffing Officer: Areas C and D (416-397-3251) email: sandi.tierney@tdsb.on.ca

**OSSTF TTBU:**

- Leslie Wolfe, Vice-President (416-393-8900 Ext. 237) email: lwolfe@osstfd12.com
- Michelle Teixeira, Executive Officer (416-393-8900 Ext. 238) email: mteixeira@osstfd12.com
- Danica Izzard, Executive Officer (416-393-8900 Ext. 237) email: dizzard@osstfd12.com
- Hayssam Hulays, Executive Officer (416-393-8900 Ext. 243) email: hhulays@osstfd12.com
- Lisa Black-Meddings, Executive Officer (416-393-8900 Ext. 235) email: lblack-meddings@osstfd12.com