



HOLY SPIRIT CATHOLIC SCHOOLS

TEACHER TRANSFER REQUEST FORM

First save this form to your desktop, complete, then email as an attachment to Carol Linden at lindenc@holyspirit.ab.ca. Please return completed form by electronic mail by March 1, 2019.

In order to facilitate staffing for the 2019/2020 school year, teachers who have a continuous contract and who are interested in pursuing the possibility of a transfer to another school in the Division must complete this form. This transfer form will be shared with principals in the Division. *Completion of this form does not ensure a teacher will receive a transfer.* Teachers are encouraged to promote their career aspirations with the principals of the schools to which they would consider transferring to.

- Teacher Name
- Current School
- Current FTE
- Current Assignment

I would like to be considered for a transfer for the 2019/2020 school year as follows:

CHOICE	SCHOOL	GRADE/SUBJECT
First choice		
Second choice		

Date

Signature