



HOLY SPIRIT CATHOLIC SCHOOLS

TEACHER TRANSFER REQUEST FORM

First save this form to your desktop, complete, then email as an attachment to Human Resources at hr@holyspirit.ab.ca. Please return completed form by electronic mail by February 1, 2026.

In order to facilitate staffing for the 2026/2027 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. In your email, please include any other information you would like us to be aware of with regard to your request.

Teacher Name

Current School

Current FTE

Current Assignment

I would like to be considered for a transfer for the 2026/2027 school year as follows:

CHOICE	SCHOOL	GRADE/SUBJECT
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First Choice

Second Choice

Date

Signature