



**HUMAN RESOURCE SERVICES**  
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**PLEASE POST**

February 13, 2007

To: All Schools and Offices

From: Julie Nyssen, Administrator  
Transfer and Assignment

Subject: Memorandum of Transfer and Assignment Process

This bulletin is to inform K-12 Certificated Personnel of the appropriate deadline dates for notifying Human Resource Services of any request for transfer or change in employment status that will affect staffing of the schools for the ensuing year.

Reference: Article VIII, Transfers, K-12 Teachers Agreement

**DEADLINE DATES**

March 1, 2007	Teachers are encouraged to submit resignations, retirements or requests for leave of absence to their site principals.
March 15, 2007	List of known open teaching positions posted in each school, Human Resource Services, and TALB.
March 31, 2007	<u>Deadline</u> for submission of requests for transfer for 2007-08 school year. Applications for transfer will be available at school sites, the TALB office, or at the HRS office. Call ext. 8257 for more information.
April, May, June, July	List of posted vacancies sent to TALB (information only).

Unless withdrawn in writing prior to being assigned by the Transfer and Assignment Committee (assignments are made by the committee on a continuous basis prior to notifications being mailed), requests for transfer will be matched against each vacant position until the end of the first seven student days of the traditional calendar of the 2007-08 school year.

Employees will receive written notification from the Transfer and Assignment Committee regarding the status of their transfer request(s) prior to the end of the 2006-07 school year. Transfers will continue to be made through the first seven student days of the traditional year and employees will be notified of placements as they occur.

Employees planning to submit resignations, retirements or requests for leave after March 1, 2007, should notify their site administrators by completing the required form (available at school sites) at the earliest possible date prior to June 30, 2007.