

# ROLLING RIVER SCHOOL DIVISION POLICY

## Employee Initiated Transfer

GCI/P

Professional staff (administrators and teachers) may request a transfer to other schools. The following guiding principles will be considered in all professional staff initiated transfers.

1. Transfers should provide opportunities for professional growth and experience for professional staff.
2. Student welfare is of primary importance when transferring professional staff and efforts will be made to match professional staff background and expertise with student needs.
3. The request meets the administrative needs of the Division.
4. Professional staff are eligible to request a transfer at anytime.
5. Request for transfer does not necessarily mean that a transfer will be granted or that it will take place in that school year.

### **Index Regulation**

**Date Adopted:** March 3, 1994

**Date Revised:** October, 2002

**Date Revised:** May 3, 2007

**Date Revised:** April 21, 2010

# ROLLING RIVER SCHOOL DIVISION REGULATION

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GCI/R

### Procedure

1. Professional Staff initiating a transfer request should submit it in writing to the Superintendent of Schools by April 1<sup>st</sup> for the following school year.
2. The Superintendent of Schools or designate will meet with professional staff requesting transfer in order to discuss possible placements.
3. Once a decision has been made regarding a transfer, the Superintendent of Schools will notify the professional staff member in writing of the decision.

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