

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: March 24, 2010

Date Revised: April 21, 2010

Date Reaffirmed: March 5, 2014

Date Revised: January 17, 2018

ROLLING RIVER SCHOOL DIVISION REGULATION

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GCI/R

Procedure

1. Professional Staff initiating a transfer request must submit it in writing to the Superintendent of Schools by April 1st for the following school year.
2. The Superintendent of Schools or designate will discuss possible placements with professional staff requesting transfer.
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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