

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE - EXHIBIT: TEACHER TRANSFER
REQUEST FORM**

<i>EXHIBIT CODE:</i>	<i>504 E 001</i>
Policy Reference: 504 – Selection, Assignment and Evaluation of Professional Staff	Procedure Code Reference: 504 P 006 – Staffing Process

EXHIBIT

See below for the teacher transfer request form. Please note:

- 1. Teachers who are currently on a continuous contract and have been in their current school 3 years can apply for a teacher transfer.**

Approved: February 25, 2019

Revised: _____

I would like to request a transfer to one of the following schools Check [✓]:

- | | |
|---|--|
| <input type="checkbox"/> Alexandra Middle School | <input type="checkbox"/> Medicine Hat Christian School |
| <input type="checkbox"/> Connaught School | <input type="checkbox"/> Medicine Hat High School |
| <input type="checkbox"/> Crescent Heights High School | <input type="checkbox"/> River Heights School |
| <input type="checkbox"/> Crestwood School | <input type="checkbox"/> Ross Glen School |
| <input type="checkbox"/> Dr. Ken Sauer School | <input type="checkbox"/> Dr. Roy Wilson Learning Centr |
| <input type="checkbox"/> Elm Street School | <input type="checkbox"/> George Davison School |
| <input type="checkbox"/> Pathway Programs | <input type="checkbox"/> Herald School |
| <input type="checkbox"/> HUB Virtual School | <input type="checkbox"/> Vincent Massey School |

I authorize the Associate Superintendent, Human Resources to share my transfer requests with the principals of schools indicated above.

Teacher Signature

Date

