



File GCG

TRANSFER OF TEACHING STAFF

The basis for transfer of teaching personnel within the Portage la Prairie School Division shall be one of the following reasons:

- a) Request by Teacher for transfer to another school where a suitable position is available.
- b) Transfer because of lack of a suitable position in present school due to decreasing student enrollment or reduction in number of courses offered.
- c) Lack of compatibility in present school, either with other staff members or the student body, or both.
- d) Maintenance of the best possible staff in each school.

Transfer of Teachers will be made by the Superintendent in consultation with the Teacher and Principals concerned.

All requests for transfers, whether by the Teacher or by a Principal for a teacher, shall be submitted in writing to the Superintendent with an explanation of the reasons for the request.

An application for transfer shall be considered confidential until such time as it is necessary to take action as to final decisions and arrangements.