APPENDIX M – NOTIFICATION OF ASSIGNMENT CHANGE

Notification of Assignment Change

Educator's Name: _____ Date: _____

Current Assignments: _____

_____ School ____ FTE
_____ School ____ FTE
_____ School ____ FTE

Educator's Preferences:

☐ Stay at same assignment(s)
☐ Change assignment(s) to consider the following:

_____
_____
_____

Your teaching assignment for the _____ school year is as follows:

	Location (s)	Position and Percent	Other/Split
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

The following criteria were used in making this decision: _____

_____
_____

_____ _____
Principal's Signature (school #1) Date

_____ _____
Principal's Signature (school #2) Date

My signature indicates that my administrator(s) and I have discussed change:

_____ _____
Educator's Signature Date

(I understand that I may attach comments on this assignment if I wish)