

Family of Schools Teacher Requested Transfer (TRT) Information and FAQ

Important Dates:

- April 25, 2025: TRT Form is due to the Board by 12:00 p.m.
- May 2, 2025: Placements begin by Family of Schools Superintendents

Process:

- Under the ETT Collective Agreement, TRT placements will now take place within the same learning centre, subject to the availability of vacancies.
- By April 15, 2025 staffing models should be approved and you should have received your assignment from your current school principal.
- No later than April 25, 2025 you need to fill out and submit your FoS TRT form.
- Placements by your Superintendent in the Learning Network begin on May 2, 2025.
- You can apply for positions in all rounds of postings. If you find a position through the postings, this will be your assignment.
- You will be placed in an assignment but can still apply to any vacancies in any vacancy round if the placement isn't preferable.
- If you are unable to find a position through the rounds of postings, the assignment you receive at the placement table will be in your Family of Schools (subject to availability of positions) and will be your permanent assignment.
- The only criteria that the Board considers for a TRT is your qualifications. The Board has your qualifications as listed on the Ontario College of Teachers website. If, for example, you have Special Education as a qualification, you can be placed in a Special Education assignment.
- After you've received your placement, you continue to have the option of applying for the Teacher Exchange Transfer, which begins April 15, 2025. Please contact your ETT Executive Officer for more information about this process.

Frequently Asked Questions

1. **Do I need to inform my Principal that I'm applying for the FOS TRT?**
No, but your principal will be notified by People & Culture once you have been placed at a different school.

2. Do I need to fill out a resume highlights sheet or provide references?

No. You may choose to apply to postings, but this is not a necessary step.

3. Can I still submit an assignment preference sheet in my school to see what my assignment will be next year in my current school?

Yes, you should receive your assignment for your current school before the LN TRT application deadline, and this can help you make your decision about going through with the FoS TRT. Please notify your Executive Officer if that doesn't occur.

4. I want to do the TRT because of the long commute to my current school. Will the Board look at geographic considerations?

No. However, if you live 25km or more from your worksite you may apply to the Teacher Geographic Application Process. Please apply in advance. This will occur during the week of May 13, 2025.

5. Can I cancel the TRT process if I change my mind after the TRT has been activated?

No. You need to be very sure before activating this process because you are no longer a part of your current school's seniority list after the FoS TRT has been activated.

6. Teachers requesting TRTs are subject to the following:

- a. *That the teacher is not under an improvement plan at the time of the request;*
- b. *That the teacher is not a probationary teacher;*
- c. *That teacher has not initiated a transfer request during the previous three school years.*

ETT Surplus and Transfer Committee Members

LC1 Ricardo Rodriguez – FOS1,FOS2,FOS4,FOS05,FOS06,FOS11

LC1 Emily Macklin – FOS03,FOS07,FOS08,FOS09,FOS10

LC2 Jonathan Lowe – FOS12,FOS13,FOS14,FOS20,FOS21,FOS22

LC2 Elizabeth So – FOS15,FOS16,FOS17,FOS18,FOS19,FOS24