

Preference Sheet for INTERNAL TRANSFERS
Article VIII A, B, Opportunities and Assignments
2021-2022

TO: Certified Staff – School-Based and Program-Based

FROM: Carol Gale, President, Hartford Federation of Teachers

RE: Assignment Preference for Internal Transfers

Please prioritize your grade/assignment preferences for the 2021-2022 school year using the spaces below to reflect your choices. Your first choice should be written next to #1, your second choice next to #2, etc. If you have only one choice, fill in only one blank. If you do not request a change, indicate your preference is to remain in your current position.

PREFERENCES

1. _____
2. _____
3. _____

Name: _____
Printed Signature

Present Assignment: _____

Certificate Endorsement(s): _____

Seniority Date: _____

*Please submit a copy of this preference sheet to your principal and coordinator or department chairperson (if applicable), and a copy to your Building Representative **by February 1, 2021**. You should make a copy of this sheet for your own records. Please **do not** send this form to the Office of Talent Management.*