Preference Sheet for <u>INTERNAL TRANSFERS</u>
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.

<u>PREFERENCES</u>

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.*

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