



INCREASE OR DECREASE IN FTE STATUS REQUEST FORM
Part A – Central Terms between OCSTA & OECTA

THIS FORM IS TO BE COMPLETED BY THE TEACHER (INCLUDING REGULAR, ITINERANT, AND RESOURCE TEACHERS) WHO IS INTERESTED IN INCREASING OR DECREASING THEIR CURRENT BASIC TIME CLASS (FTE),

If you are seeking an increase or decrease in FTE for the 2023/2024 school year, you must submit this request form by no later than February 28, 2023.

FORWARD DIRECTLY TO Nishanthi Anantharajah, by email at nishanthi.anantharajah@tcdsb.org.

PLEASE PRINT

NAME: _____ SAP EMPLOYEE #: _____
Surname Given

CURRENT SCHOOL(S): _____ CURRENT SUPERINTENDENT OF EDUCATION: _____

CURRENT ASSIGNMENT AND BASIC TIME CLASS (FTE): _____

**YOU MUST COMPLETE OPTION 1 OR 2 WITH AN X
INCOMPLETE FORMS WILL BE RETURNED TO THE TEACHER**

OPTION 1: INCREASE TO FULL TIME REQUEST:

BASIC TIME CLASS FULL TIME (100%)

OPTION 2: DECREASE TO PART TIME REQUEST:

BASIC TIME CLASS PART TIME (50%) OR OTHER _____
(specify percentage)

REGION

- | | | |
|--|--|---|
| <input type="checkbox"/> FLORA CIFELLI (AREA 1) | <input type="checkbox"/> ADALGISIO JOE BRIA (AREA 2) | <input type="checkbox"/> SHAWNA CAMPBELL (AREA 3) |
| <input type="checkbox"/> GEORGE DANFULANI (AREA 4) | <input type="checkbox"/> Robert D'Addario (Area 5) | <input type="checkbox"/> KIMBERLY DIXON (AREA 6) |
| <input type="checkbox"/> PETER AGUIAR (AREA 7) | <input type="checkbox"/> RYAN PETERSON (AREA 8) | |

PREFERRED SCHOOL(S): 1. _____ 2. _____ 3. _____

PREFERRED GRADE/SUBJECT: 1. _____ 2. _____ 3. _____

I am willing to consider schools/grades beyond those listed above

YOU MAY WISH TO INFORM YOUR CURRENT PRINCIPAL OF THIS REQUEST FOR A TRANSFER IN ORDER TO ASSIST WITH THE PREPARATION OF THE TENTATIVE STAFFING MODEL FOR YOUR CURRENT SCHOOL.

DATE SIGNATURE

FOR FURTHER CLARIFICATION, PLEASE REFER TO PART A OF THE CENTRAL TERMS (page 31) AND CONTACT HUMAN RESOURCES OR YOUR ASSOCIATION.