

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: GCI</b></p>
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**PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

All requests for transfers, changes in teaching fields or levels, whether by an individual teacher or for a teacher under the direction of a principal, shall be submitted in writing to the Superintendent's office with a complete explanation of the reasons for the request. These will be considered confidential until it is necessary to confer with the teachers and concerned administrative officers present regarding decisions and arrangements.

In the judgement of the Superintendent, these changes must be in the best interests of the students, the teachers, and the schools concerned.

Any transfers that involve changes in salary shall be submitted to the Board for final approval.