

Teacher Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

**TEACHER NOTICE: LOU 16(c) - TTOC EXPERIENCE TRANSFER REQUEST-  
FORM A**

**Re: August 31st transfers for TTOC experience accrued up to and including  
June 30th**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I,  
\_\_\_\_\_ wish to transfer my eligible TTOC experience credits earned under  
Article C.4 (up to and including June 30, \_\_\_\_\_) to that of the applicable previous local  
collective agreement increment language for continuing and/or temporary employees. Transfer  
of these experience credits shall take place and be effective August 31, \_\_\_\_\_

I understand that once I submit this application to the employer, this decision to transfer is final  
and cannot be reversed.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
District Receipt Confirmed

\_\_\_\_\_  
Date of Receipt

Please Note: This written notice must be provided by the teacher and received by the district  
no later than June 30<sup>th</sup> of the preceding school year for a transfer for TTOC  
experience credits earned up to and including June 30<sup>th</sup> to take effect on August  
31<sup>st</sup> of the following school year.

**Forward completed form to Teacher Payroll**

**Form must be received by Payroll no later than June 30<sup>th</sup> for the August 31<sup>st</sup> transfer**