

EDR 6

**BELIZE MINISTRY OF EDUCATION
TEACHER TRANSFER FORM
ED. RULE 69 (7) S.I. 87 of 2012**

This form must be completed in **TRIPPLICATE** and forwarded to:

- (a) If Teacher requests transfer, submit to Managing Authority for onward submission to Commission with recommendation.
- (b) If Managing Authority requests transfer, submit to Commission with reasons for request.

A. TEACHERS BIOGRAPHICAL DATA								
Procedures 1 <i>Managing Authority and/or teacher as applicable, fillsout parts A and B of the form.</i> 2 <i>Managing Authority forwards forms to the Teaching Service Commission</i> 3 <i>Managing Authority and Teacher informed of the approval or denial of the request by the Teaching Service Commission</i> 4 <i>Copy of form given to teacher</i>	1. Name <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td align="center">Last Name</td> <td align="center">First Name</td> <td align="center">Middle Name</td> </tr> </table>				Last Name	First Name	Middle Name	
	Last Name	First Name	Middle Name					
	2. School							
	3. District							
	4. Managing Authority							
	5. Teaching Position							
	6. Type of Licence	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> <td>Full</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Provisional</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Special</td> </tr> </table>	<input type="checkbox"/>	Full	<input type="checkbox"/>	Provisional	<input type="checkbox"/>	Special
	<input type="checkbox"/>	Full						
	<input type="checkbox"/>	Provisional						
<input type="checkbox"/>	Special							
	Licence Number							
B. PARTICULARS OF TRANSFER								
7. NEW SCHOOL								
DISTRICT								
8. Effective Date of Transfer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">D</td> <td style="width: 10%; text-align: center;">M</td> <td style="width: 10%; text-align: center;">Y</td> </tr> </table>		D	M	Y			
	D	M	Y					
9. Transfer requested by	<input type="checkbox"/> Managing Authority <input type="checkbox"/> Teacher							
10. Reason for the Request								
11. Notice served on	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">D</td> <td style="width: 10%; text-align: center;">M</td> <td style="width: 10%; text-align: center;">Y</td> </tr> </table>		D	M	Y			
	D	M	Y					
Where the Management requests transfer, the teacher must indicate his knowledge of the request and his concurrence or otherwise with the transfer.	I, _____, am aware of the transfer request made by the Managing Authority and hereby indicate my position on the request. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> <td>I concur with the request</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>I do not concur with the request</td> </tr> </table>	<input type="checkbox"/>	I concur with the request	<input type="checkbox"/>	I do not concur with the request			
<input type="checkbox"/>	I concur with the request							
<input type="checkbox"/>	I do not concur with the request							
Signature of teacher:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">D</td> <td style="width: 10%; text-align: center;">M</td> <td style="width: 10%; text-align: center;">Y</td> </tr> </table>		D	M	Y			
	D	M	Y					

		FOR OFFICE USE		
<i>Teaching Service Commission</i>	13. Date of last transfer			
		<i>D</i>	<i>M</i>	<i>Y</i>
<i>Teaching Service Commission</i>	14. Date of prior consultation with MA			
		<i>D</i>	<i>M</i>	<i>Y</i>
<i>Teaching Service Commission</i>	15. Request Approved <input type="checkbox"/>			
	Request Denied <input type="checkbox"/>	<i>D</i>	<i>M</i>	<i>Y</i>
<i>Teaching Service Commission</i>	16. <i>Teaching Service Commission</i> Comments			
	17. Payment of costs by	<input type="checkbox"/>	Teacher	
		<input type="checkbox"/>	Managing Authority	
		<input type="checkbox"/>	MOEY	
<i>Teaching Service Commission</i>	18. Duplicate copy forwarded to Managing Authority			
	Signature	<i>D</i>	<i>M</i>	<i>Y</i>
<i>Teaching Service Commission</i>	19. Triplicate copy forwarded to Teacher			
	Comments:			
	Signature	<i>D</i>	<i>M</i>	<i>Y</i>