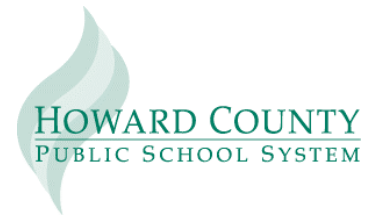


The Howard County Public School System

10910 Route 108 Ellicott City, Maryland 21042-6198 (410) 313-6600



March 14, 2008

TO: All Involuntarily Transferred Teachers

FROM: Kirk J. Thompson
Director, Human Resources

RE: Reassignment – 2008/2009 School Year

- I. The principal of your school recently received enrollment numbers and staffing allocations for the 2008/2009 school year.
- II. The principal was directed to organize their school staffing for August and provide this office with two lists. The first list contains the names of teachers who would be surplus for next year due to a reduction in school enrollment or in the selection of electives. The second list is designed to indicate the vacancies that each principal will have on his or her staff.
- III. Your name was submitted to this office, by your principal, as an involuntary transferred teacher. Consequently, we are interested in identifying your new August assignment. You should be aware that the hiring of new staff in your area of certification will not be authorized until all involuntarily transferred teachers and those teachers on an educational leave have been placed. Please remember you are surplus in a particular school – not in the Howard County Public School System.
- IV. Attached is a list of the known available positions at this time.
- V. Modified transfer forms are also attached for your use. Please complete a form for *each* vacancy and *each* school of interest. You can make copies of the modified transfer form, if necessary.
- VI. You may also complete a School Preference Addendum (i.e. your #1, #2 and #3 choices). Please note: There is no guarantee of a specific placement, but this gives the directors some additional information when discussing and approving your placement.
- VII. Please return forms to Joan Walko, in Human Resources, **by Friday, March 28, 2008**. Office of Human Resources will forward all forms to appropriate school principals.
- VIII. You may attend an Involuntary Transfer/ Surplus meeting on **Wednesday, March 26, 2008** at the Homewood School in the cafeteria at 4:00 p.m. This optional meeting is for those who may have questions about this process and wish assistance in completing the attached forms.

We certainly realize that this can be a stressful time for you as you plan for the coming school year. Our goal is to assist you in this process and to make it as easy a transition as possible.

Attachments

Website: www.hcpss.org **Fax No:** (410) 313-6692
