

**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 30th of the preceding school year for a transfer for TTOC
experience credits earned up to and including June 30th to take effect on August
31st of the following school year.

**TEACHER NOTICE: LOU 16(C) - TTOC EXPERIENCE TRANSFER REQUEST -
FORM B**

**Re: December 31st transfers for TTOC experience accrued up to and including
November 15th**

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 November 15, _____) 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
December 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 November 15th of the school year for a transfer for TTOC
experience credits earned up to and including November 15th to take effect on
December 31st of the same school year.