

**REVISED**  
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## Staffing Timelines for 2020-2021\*

<b>April 15</b>	Principals declare surplus by telephone
<b>April 21</b>	Tentative school organization & tentative teaching assignments shared with staff
<b>April 21</b>	ETFO-YR Teacher Transfer/Exchange Database Survey available (link to be shared through Steward email network)
<b>April 29</b>	First posting of ETFO-YR Teacher Transfer/Exchange Database on bww (updated every Wednesday; available until June 12)
<b>April 30</b>	Deadline for requests for extended leave
<b>May 15</b>	Last day for principals to make offer before suspension of Transfer process; offers must be accepted no later than end of day on May 15
<b>May 19 – Jun 1</b>	Regular transfer process suspended for surplus placements. <u>Transfer/Exchange process continues.</u>
<b>June 2 - ongoing</b>	Facilitated placement of part time to increased percentage within school (once all surplus teachers are placed)
<b>Jun 4-12</b>	Transfer Process resumes; transfer list reopens (only if all surplus are placed)
<b>June 8-12</b>	Transfers beyond the school to increase or decrease percentage are considered
<b>June 12</b>	Transfer List closes at 5:00 p.m.; no offer to occur after this time; offers to be accepted or declined by 4:00pm on June 15; transfers after June 15 require 4 party approval
<b>June 26</b>	Tentative assignments and timetables shared with all teachers, subject to change
<b>up to Aug 24</b>	Qualified part-time teachers will be considered for increased FTE in their current school until the last Monday in August

\* all dates based on YRDSB's "Elementary Regional Staffing Timelines 2020-2021 November to June" document