

Transfer and Placement Process for School Based Principals and Vice-Principals Timelines for 2020-2021 School Year

Fall 2020 Cycle – Transfer and Placement Process:

Date/Time	Details
Friday, October 9, 2020	Email Promotion Package to candidates currently on the Promotion List
Tuesday, October 13, 2020	Send email and Transfer forms to SOE's - for Principal and Vice-Principal interested in a transfer for January/Semester 2
Tuesday, October 27, 2020 (4:30 p.m.to 6:30 p.m.)	Information Session for Candidates Expressing Interest in the 20-21 Vice-Principal to Principal Promotion Selection Process Virtual Session – link to be shared
Friday, October 30, 2020	Deadline for Transfer Requests and Promotion Package deadline for those currently on the Promotion List

Spring 2021 Promotion Process for Teacher to Vice-Principal (Elementary and Secondary)

Date/Time	Details
Friday, November 6, 2020 (12:00 noon)	Posting of Notice of Intent to Apply
Friday, November 20, 2020	Deadline for Submission of Notice of Intent to Apply
Thursday, November 26, 2020 (4:30 p.m. to 6:30 p.m.)	Information Session for Candidates for Spring 2021 Promotion Selection Process Virtual Session – link to be shared/possible change to in-person session
Friday, November 27, 2020	Email Promotion Package to new candidates for Spring 2021 Promotion Selection Process
Monday, December 7, 2020	Request for Principal volunteers for Interviewing (Email form to SOE's)
Monday, January 4, 2021 (12:00 noon)	Candidate Application package submission deadline (including Written Reference statement from external applicants)
Wednesday, January 6, 2021	Principal Volunteer Responses Due
Wednesday, January 6 to Thursday, January 28, 2021	Principal/SOE Validation Process
Friday, January 29, 2021 (12:00 noon)	Joint Recommendation forms and Resume Results sent to Employee Services from Superintendents
Monday, February 1, 2021	Confirm candidate Validation results with SOE's

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Tuesday, February 2, 2021	Candidates informed of the Validation Process by SOE's
Thursday, February 4, 2021 (8:00a.m. to 4:00 p.m.)	Interview Training for Principals Virtual Session – link to be shared/possible change to in-person session
Tuesday, February 9, 2021 (5:00 p.m. to 8:00 p.m.)	Interview Training for Parent Volunteers – Virtual Session – link to be shared/possible change to in-person session
Thursday, February 11, 2021 (4:30 pm – 6:30 pm)	T to VP Interview PD for Candidates Information Session on the Interview Process Virtual Session – link to be shared/possible change to in-person session
Tuesday, February 23, 2021 Wednesday, February 24, 2021 Tuesday, March 2, 2021	Interview Dates: Location: 1 Civic Centre Court (Superintendents and Principal Volunteers will need to reserve this day)
Wednesday, March 3, 2021	Confirm Interview results with SOE's
Friday, March 5, 2021	Candidates informed of Interview results
Tuesday, March 23, 2021 (4:30 p.m. – 6:30 p.m.)	Meeting for candidates on the Promotion Lists (new additions to the list) Virtual Session – link to be shared/possible change to in-person session

Spring 2021 Cycle – Transfer and Placement Process:

Date/Time	Details
Monday, March 15, 2021	Email Promotion Package to candidates currently on the Promotion List
Monday, March 15, 2021	Send email and Transfer forms to SOE's - for Principal and Vice-Principal interested in a transfer for September 2021
Friday, March 26, 2021	Deadline – Promotion Packages Due for those currently on the Promotion List
Wednesday, March 24, 2021	Email Promotion Packages to New on the Promotion List
Thursday, April 1, 2021 (12 Noon)	Deadline – Promotion Packages Due for those new to the Promotion List
Friday, April 16, 2021	Transfer forms due - for Principal and Vice-Principal interested in a transfer for September 2021