

**Transfer and Placement Process
for School Based Principals and Vice-Principals
Timelines for 2019-2020 School Year**

Fall 2019 Cycle – Transfer and Placement Process:

Date/Time	Details
Friday, October 4, 2019	Email Promotion Package to candidates currently on the Promotion List
Monday, October 7, 2019	Send email and Transfer forms to SOE's - for Principal and Vice-Principal interested in a transfer for January/Semester 2
Friday, October 25, 2019	Deadline for Transfer Requests and Promotion Package deadline for those currently on the Promotion List

Spring 2020 Promotion Process for Teacher to Vice-Principal (Elementary and Secondary): NB – Information on Vice-Principal to Principal Process will follow in the near future

Date/Time	Details
Friday, November 1, 2019 (12:00 noon)	Posting of Notice of Intent to Apply
Friday, November 15, 2019	Deadline for Submission of Notice of Intent to Apply
Thursday, November 28, 2019	Information Session for Candidates Northview Heights SS, Cafeteria 550 Finch Avenue West, North York, M2R 1N6
Friday, November 29, 2019	Email Application Packages to Candidates for Elementary and Secondary VP
Monday, December 2, 2019	Request for Principal volunteers for Interviewing (Email form to SOE's)
Monday, January 6, 2020 (12:00 noon)	Candidate Application package submission deadline (including Written Reference statement from external applicants)
Wednesday, January 8, 2020	Principal Volunteer Responses Due
Wednesday, January 8 to Thursday, January 30, 2020	Principal/SOE Validation Process
Friday, January 31, 2020 (12:00 noon)	Joint Recommendation forms and Resume Results sent to Employee Services from Superintendents
Monday, February 3, 2020	Confirm candidate Validation results with SOE's
Tuesday, February 4, 2020	Candidates informed of the Validation Process by SOE's
Monday, February 3, 2020 (9:00 –11:00 am OR 1:00 – 3:00 pm)	Interview Training for Principals 17 Fairmeadow Avenue, Gymnasium

Tuesday, February 11, 2020	Interview Training for Parent Volunteers – 6:15 to 7:45pm (5050 Yonge Street) – contact Rita Gallippi
Thursday, February 13, 2020 (4:30 pm – 6:30 pm)	T to VP Interview PD for Candidates Information Session on the Interview Process Location: York Mills CI, Cafeteria 490 York Mills Road, North York, M3B 1W6
Tuesday, February 25, 2020 Wednesday, February 26, 2020 Tuesday, March 3, 2020	Interview Dates: Location : 1 Civic Centre Court (Superintendents and Principal Volunteers will need to reserve this day)
Wednesday, March 4, 2020	Confirm Interview results with SOE's
Friday, March 6, 2020	Candidates informed of interview results
Tuesday, March 24, 2020 (4:30 pm)	Meeting for candidates on the Promotion Lists (new additions to the list) Northview Heights SS, Cafeteria 550 Finch Avenue West, North York M2R 1N6

Spring 2020 Cycle – Transfer and Placement Process:

Date/Time	Details
Friday, February 28, 2020	Email Promotion Package to candidates currently on the Promotion List
Monday, March 9, 2020	Send email and Transfer forms to SOE's - for Principal and Vice-Principal interested in a transfer for September 2020
Friday, March 13, 2020	Deadline – Promotion Packages Due for those currently on the Promotion List
Wednesday, March 25, 2020	Email Promotion Packages to New on the Promotion List
Friday, April 3, 2020 (12 Noon)	Deadline – Promotion Packages Due for those new to the Promotion List
Wednesday, April 9, 2020	Transfer forms due - for Principal and Vice-Principal interested in a transfer for September 2020