

If you are unable to attend the Placement Day for your tenure area, you may have a friend/colleague/relative act on your behalf. Please complete the proxy form below. Your selected representative may call you and speak with you directly during the Transfer Day process.

Give your proxy specific information that is relevant to your wishes or situation.

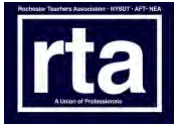
What school(s) is your first preference?

Sample situations:

- Foreign Language Teacher: which language(s) are you certified for, what would you prefer to teach?
- Science Teachers: what area are you certified for Physics/Chemistry/Biology (Living)/Earth Science/General Middle School?
- Elementary Teachers what are you certified in? What grade level do you prefer to teach? What grade do you not want to teach?
- Special Education what level? Are you certified in any core academic subject area

Remember, any action that he/she takes on your behalf is irrevocable.

Complete the following form and give it to your proxy.



PROXY for Placement Day

To Whom It May Concern:

I, _____, authorize

(please print your name)

_____ to exercise this proxy at

(please print name of your proxy)

Placement Day. I understand that any action that s/he takes on my behalf is irrevocable. My Employee ID # is _____.

Signature _____

Date _____ Phone Number: _____

Current School _____