

## Spring 2024 – Transfer and Placement Process Principals and Vice-Principals

Date/Time	Details
March 4, 2024	Transfer forms available on internal website and through Superintendents – for Principals and Vice-Principals interested in a transfer for September 2024
March 6, 2024 (4:30 pm - 6:30 pm)	<b>Information Session for Candidates</b> Virtual Session – link to be shared/possible change to in-person session <b>POSTPONED TO A FUTURE DATE TBD</b>
April 3, 2024	Transfer forms due – for Principals and Vice-Principals interested in a transfer for September 2024

## Spring 2024 – Additional Teacher to Vice-Principal Spring Selection Process

Date/Time	Details
March 8, 2024	Posting of Notice of Intent to Apply
March 11, 2024 to March 15, 2024	<b>March break</b>
March 21, 2024 (4:00 pm)	Deadline for Submission of Notice of Intent to Apply
March 26, 2024 (4:30 pm - 6:30 pm)	<b>Information Session for Candidates</b> for Promotion Selection Process Virtual Session – link to be shared
March 28, 2024 (12:00 noon)	Candidate Application package submission deadline (including Written Reference statement from external applicants)
April 2, 2024, to April 10, 2024	Principal/Superintendent Validation Process
April 12, 2024 (12:00 noon)	Joint Recommendation forms and Resume Results sent to People & Culture from Superintendents
April 15, 2024	Confirm candidate Validation results with Superintendents
April 17, 2024	Candidates informed of the Validation Process by Superintendents

## Additional Spring 2024 – The Interview Process Teacher to Vice Principal:

Date/Time	Details
Date to be determined (4:30 pm – 6:30 pm)	<b>Interview PD for Candidates</b> Virtual Session – link to be shared/possible change to in-person session
<b>Wednesday</b> , May 15, 2024	<b>Elementary Interview Date:</b> Location: Virtual Interviews (Superintendents and Principal Volunteers will need to reserve these dates)
<b>Friday</b> , May 17, 2024	<b>Secondary Interview Date:</b> Location: Virtual Interviews (Superintendents and Principal Volunteers will need to reserve these dates)
May 21, 2024	Superintendents notified of Interview Results
May 22, 2024	Superintendents inform Candidates of Interview results
Date to be determined (4:30 pm - 5:30 pm)	Meeting for candidates on the Promotion Lists (new additions to the list) Virtual Session – link to be shared