

If you are unable to attend the Placement Day for your tenure area, you may have a friend or 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.

Sample situations-

- If you are a 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/Earth Science/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? What schools would you like to transfer to?
- Special Education what level? Combined with any core academic subject?

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

PROXY for Placement Day

To Whom It May Concern:

I, _____, authorize

_____ to exercise this proxy at

Placement Day. I understand that any action that he/she takes on my behalf is irrevocable.

Signature _____ Date

_____ Phone Number: _____