

THE SCHOOL DISTRICT OF PHILADELPHIA  
TALENT SUPPORT SERVICES- TALENT PARTNER TEAM  
**REQUEST FOR RETENTION IN CURRENT SCHOOL**

**All retention requests must be received by the Talent Partner Team by close of business on March 15, 2018**

Qualified teachers, with the concurrence of the principal, may be retained as teachers at their current schools. To be eligible for retention the candidate must be rated satisfactory. The following teachers are eligible for retention:

- Teachers on special assignment
  - Not site selected during the 2017-2018 school year.
  - Working out of his/her area of appointment
  - Having been assigned at the end of the previous year's site selection process
  
- Newly hired teachers who completed their student teaching in that school or had worked in that school as a long-term substitute within the preceding two (2) years may be retained in a vacancy in the school

<b>TO BE COMPLETED BY THE TEACHER</b>			
I am requesting to be retained as a teacher at my current school. I have served as:			
<input type="checkbox"/> a teacher on special assignment as defined above or <input type="checkbox"/> a student teacher or a long term substitute teacher who has obtained a current Pennsylvania Teaching Certificate			
I understand that: (A) My assignment request must be received by the Talent Support Services – Talent Partner Team by March 15, 2018 in order to be eligible for consideration; (B) If I wish to withdraw this request, I must do so in writing which must be received by Talent Support Services <b>prior to the approval of the retention request</b> ; (C) When my request for retention is approved, I will remain in my current school through the end of the current school year; (D) Once a retention is honored, I am no longer eligible for site selection for the remainder of the 2018 site selection process. (E) Retention requests are continually reviewed during the duration of the site selection process.			
LAST NAME	FIRST NAME	M.I.	EMPLOYEE ID
SCHOOL DISTRICT EMAIL		GRADE/ SUBJECT TAUGHT	
NAME OF CURRENT SCHOOL		AREA OF APPOINTMENT	PHONE NUMBER
SIGNATURE OF APPLICANT		DATE	(ALTERNATE) PHONE NUMBER

<b>■ TO BE COMPLETED BY THE PRINCIPAL</b>	
<i>I certify that the teacher has met the above requirement and has been rated satisfactory. I hereby approve the teacher's request for retention in this school.</i>	
Signature of Principal:	Date:

<b>FOR OFFICE USE ONLY</b>		
System Seniority:	Position No.:	Approved: _____

■ DISTRIBUTION: TALENT SUPPORT SERVICES

**PLEASE E-MAIL directly to your Talent Partner**