

## Request for Retention

**For Early Access Site Selection Schools:** All retention requests must be received by your Talent Partner by close of business on **January 30, 2025**. [All retention requests should be submitted here.](#)

**For all other schools:** All retention requests must be received by your Talent Partner by close of business on **March 31, 2025**. [All retention requests should be submitted here.](#)

Individuals on special assignment at a given school may lose their special assignment status through the retention process. Qualified teachers, counselors, and librarians, with the concurrence of the principal, may be retained at their current schools. **Please note that the completion of this form does not guarantee that an individual will have a position at this school for the 2025-2026 academic year. Instead, the completion of this form guarantees that, if a position were to open up in this individual's area of appointment, they would be able to move into that position. If multiple people in the same area of appointment were retained at a given school, positions would be filled by seniority.**

To be eligible for retention, the teacher, counselor, librarian, or teacher resident must be rated N/A or satisfactory. The following individuals are eligible for retention:

- **Teachers, counselors, and librarians on special assignment** for one of three reasons:
  - Individuals hired as teachers on or after July 1, 2025
  - Individuals currently covering for a long-term absence or leave
  - Individuals currently working out of their areas of appointments, even if they were previously site selected/ not on special assignment at their schools
- **Teacher Residents** may be retained in the content area they are pursuing through the residency at non-criterion-based (middle and high) schools where they completed their residencies.

### TO BE COMPLETED BY THE TEACHER

I am requesting to be retained as a teacher, counselor, or librarian at my current school. I have served as one of the following: a teacher, counselor, or librarian on special assignment or as a teacher resident at my school for the 2025-2026 academic year.

I understand the following:

- My assignment request must be received by the date identified above in order to be eligible for consideration.
- If I wish to withdraw this request, I must do so in writing, which must be received by Talent Management **prior to the approval of the retention request**. (Please submit the withdrawal request to [talentpartner@philasd.org](mailto:talentpartner@philasd.org). The request must include the employee name and school name in the subject line.)
- When my request for retention is approved, I will remain in my current school through the end of the current school year.
- Once a retention is honored, I am no longer eligible for site selection for the remainder of the site selection process for the next academic year.
- Retention requests are continually reviewed until the day before the first day of school.

LAST NAME:	FIRST NAME:
EMPLOYEE ID NUMBER:	
SCHOOL NAME:	SCHOOL LOCATION #:
AREA OF APPOINTMENT:	
EMPLOYEE CERTIFICATION:	

EMPLOYEE SIGNATURE: \_\_\_\_\_

### TO BE COMPLETED BY THE PRINCIPAL

*I certify that the teacher/ teacher resident has met the above requirement and has been rated satisfactory. I hereby approve the request for retention in this school.*

PRINCIPAL PRINT NAME: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

