

CARLSON HOME / HOSPITAL SCHOOL
CONTRACTED HOME TEACHER REQUEST FOR CHANGE IN STUDENT ASSIGNMENT

Teacher _____ Date _____

I am requesting the following changes to my current assignment:	
C H O O S E O N E	<input type="checkbox"/> Reassign one of my students, as I stated my preference to serve only 3 or 4 students. <p>35.0c. Home School Teachers who prefer to teach three students only will be allowed to express this preference at the beginning of each school year. The District will make a reasonable effort to honor this request when making assignments.</p>
	<input type="checkbox"/> Reassign _____, as this student resides outside of my primary <div style="text-align: center; font-size: small;">Name of Student</div> <p>assignment area.</p> <p>a. For purposes of Home School assignments, the District will be divided into eleven local district assignment areas. Home School Teachers shall select at least one primary assignment and two or more adjacent assignment areas(s). The Home School Teacher's initial assignment shall be made in a requested primary geographic assignment area by seniority whenever reasonably possible and in a manner designed to minimize driving time. The District reserves the right to make assignments in the requested adjacent assigned area(s) when assignments within the primary areas are not open.</p> <p>b. Whenever a Home School Teacher is assigned a student or students in a requested adjacent area, the Home School Teacher may request from the supervisor that those students be reassigned to another Home School Teacher who has indicated the same assignment area as a primary assignment area. Such reassignments will be made, however, only within the staffing loads identified above and then only when such a reassignment will not create disparate work loads between the receiving and sending Home School Teachers.</p>

I understand that my request will be noted in the Carlson database and that a reasonable effort will be made to honor said request.

Teacher Signature

No assignment/reassignment shall be made if there is a reasonable determination by the District that it would be detrimental to the student's education.

FOR OFFICE USE ONLY

Status of Request

- Date _____ / Information entered in database. Checked teacher availability for re-assignment.
- Date _____ / _____
- Date _____ / _____
- Date _____ / _____
- Date _____ / _____