

THE SCHOOL DISTRICT OF PHILADELPHIA  
OFFICE OF TALENT ACQUISITION

**SITE SELECTION TEACHER ACCEPTANCE FORM**

■ **TO BE COMPLETED BY THE TEACHER**

I understand that in accepting this position, I am agreeing to the following stipulations:

1. I will not be eligible for consideration for any position at another site selection school during the current site selection period.
2. I will be eligible to apply for a site selection school, or request a voluntary transfer, after I have accrued two year of building seniority in this assignment.
3. If I was also a forced transfer this year, I am eligible to file a right-to-return form after September 1<sup>st</sup> in accordance with the contract procedures.

|                     |                       |
|---------------------|-----------------------|
| PRINT NAME          | TELEPHONE             |
| EMPLOYEE ID NUMBER  | EMAIL ADDRESS         |
| AREA OF APPOINTMENT | SITE SELECTION SCHOOL |
| SIGNATURE           | DATE                  |

**EMPLOYMENT STATUS (check all that applies)**

- I am currently employed by The School District of Philadelphia as an appointed teacher, counselor or librarian. My work location school is \_\_\_\_\_. Location # \_\_\_\_\_. My subject is \_\_\_\_\_.  
 \_\_\_ This is a voluntary acceptance of a new assignment, OR  
 \_\_\_ I am also a forced transfer in the current school year.
- I am on special assignment to this school.
- I am currently on a School District of Philadelphia eligibility list for (subject) \_\_\_\_\_ which was established on (date) \_\_\_\_\_.
- I am returning from parental leave or charter school leave.
- I am an approved restoration to service within a four year period as a former teacher.

**ASSIGNMENT STATUS (check all that applies)**

- I am a forced transfer and I choose to return to my former location if a position becomes available prior to 8/31.
- I am a forced transfer and I choose to not return to my former location if a position becomes available prior to 8/31.
- All forms requesting assignment including voluntary transfer, retention, and right to follow will remain in force through 8/31. Right to return will remain in force until Leveling.
- I choose to rescind these requests.
- I want my requests to remain on file.

■ **TO BE COMPLETED BY THE PRINCIPAL OF THE SITE SELECTION SCHOOL**

I acknowledge that \_\_\_\_\_ has been interviewed by the Site Selection Committee and has been offered a position as a teacher of \_\_\_\_\_ at the \_\_\_\_\_ School (Loc #) \_\_\_\_\_ for the school year 2012-2013 upon confirmation from the Office of Talent Acquisition.

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Principal's email address

SEC-134 (Rev. 01/11) SEND TO:

**FAX: 215-400-4611 or Email: [staffing@philasd.org](mailto:staffing@philasd.org)**