



## Temporary Teaching Permit Teaching Assignment Change Request Form

### APPLICANT INFORMATION

Legal Last Name	Legal First Name	Middle Name(s)

Date of Birth (DD/MM/YEAR)	TTP Number	Applicant e-mail address
	TTP	

### CURRENT TEACHING ASSIGNMENT

The temporary teaching permit (TTP) was originally approved for the following teaching assignment:

Substitute Teaching (Do not fill in the school/grade/subject table below)

Subject/Grade Teaching - Temporary Contract (Complete the table below)

Name of School(s)	Grade(s)	Subject(s) - Full course name required

### NEW TEACHING ASSIGNMENT CHANGE REQUEST

Substitute Teaching (Do not fill in the school/grade/subject table below)

Subject/Grade Teaching - Temporary Contract (Complete the table below)

Name of School(s)	Grade(s)	Subject(s) - Full course name required

New Start Date: \_\_\_\_\_  
*Month/Day/Year*

New End Date: \_\_\_\_\_ *(Latest date: Aug 31 of current school year)*  
*Month/Day/Year*

Rationale for change to teaching assignment:

*Provide explanation for why the employer is requesting a change to the teaching assignment of this TTP holder.*

## PROOF OF RECRUITMENT ADVERTISING

Advertisement attached

Advertisement not attached (Provide details below)

**Exemption rationale:** Provide explanation for why the position is being filled without advertising to recruit a certified teacher:

## AUTHORIZED EMPLOYER INFORMATION

This form must include the signature of the appropriate authority:

School Division: Director of Education (or their authorized designee)  
Independent School: Director of Education – Programs Branch, Ministry of Education  
First Nation Operated School: Ministry of Education Approved Program Supervisor

I hereby request that the teaching assignment associated with the Temporary Teaching Permit held by the above-named individual be approved.

Name of Authorized Signatory	Name of School Division (or Employer)
Title	Email address
Signature	Date

Please return the completed form to: [general@sptrb.ca](mailto:general@sptrb.ca)