



Buffalo Teachers Federation, Inc.  
271 Porter Avenue  
Buffalo, New York 14201  
(716) 881-5400  
www.btfny.org

President, PHILIP RUMORE

March 9, 2018

MEMO TO: All Buffalo Teachers  
FROM: Philip Rumore, President, BTF  
RE: Transfer Reminder

When applying for a transfer as per the recent email, we suggest that you state that you want your transfer request held in confidence.

**Article XIV**  
Teacher Transfers

“B. If so desired, such request will be held in confidence and the principal of the teacher making such application will not be notified of the request.”

Also, note:

“E. If the request for transfer is approved, the teacher’s name shall be placed on a transfer list, which shall be kept confidential, and the teacher shall be advised by direct mail. In such cases, every reasonable effort shall be made to transfer the teacher as soon as possible in accordance with the teacher’s wishes.”

“F. If a teacher desires to know what vacancies exist or are known to be forthcoming, the teacher shall upon request be given such information by calling the appropriate Department Head.”

Remember, we are not using the transfer procedure tried last year and requests for transfers must be made in writing by March 23, 2018. They should be addressed to Jamie Warren, Associate Superintendent of Human Resources. Make sure they are postmarked prior to March 23 to avoid problems. Keep a copy.

They can also be hand delivered to 65 Niagara Square, Room 720. Make sure you receive a receipt.

PR:su