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Teachers Without Assignments: Important Updates

The following updates are for excessed, day-to-day, and returning from leave teachers without a school assignment.

2011 Timeline - The 2012 dates are to be determined

- The teacher vacancy list the MPS e-mailed to you on June 10 has **not** been updated as of Thursday, June 16.
- MPS is preparing a revised and final list of vacancies, which should be completed late in the day on **Friday**.
- MPS will e-mail you this final list.
- The deadline for submitting your reassignment application has been changed.

The new deadline: **8:00 a.m. on Monday, June 27.**

Calling Schedule – Not Changed

- On Monday morning, MPS will begin matching assignment requests with available vacancies in seniority order.
- If no school assignment you request is available, MPS will call you **once**, following the schedule e-mailed to you.

Seniority Dates

MPS Calling Period

Prior to Aug. 1, 1990	Monday, June 27, 1:00 p.m. – 4:00 p.m.
Aug. 2, 1990 – Aug. 1, 2000	Tuesday, June 28, 9:00 a.m. – 5:00 p.m.
Aug. 2, 2000 – Aug. 1, 2005	Tuesday, June 28, 5:30 p.m. – 8:00 p.m.
Aug. 2, 2000 – Aug. 1, 2005	Wednesday, June 29, 9:00 a.m. – 12:00 p.m.
Aug. 2, 2005 – June 1, 2011	Wednesday, June 29, 1:00 p.m. – 9:00 p.m.
Aug. 2, 2005 – June 1, 2011	Thursday, June 30, 9:00 a.m. – 9:00 p.m.

Aug. 2, 2005 – June 1, 2011 Friday, July 1, 9:00 a.m. – 3:00 p.m.

Aug. 2, 2005 – June 1, 2011 Tuesday, July 5, 9:00 a.m. – 9:00 p.m.

Completing Your Application – Key Points

- Be sure to check the final vacancy list posted late in the day, on Friday, June 24.
- Vacancies are on the MPS portal under employment/job opportunities.
- Apply for positions you are licensed to teach, in order of your preference.
- You may apply for as many schools as you wish – even if the vacancy list shows no position available. A vacancy may be available due to resignation, retirement, etc.
- The more schools you list, the better your chances of obtaining a desired assignment.
- Follow the online application steps on Employee Self Service.
- Be certain to click “Submit” to send your finalized application.

New Assignment Notice

- MPS plans to e-mail your 2011-12 assignment to your MPS account by **Friday, July 8.**