



# URGENT NOTICES

## OCCASIONAL TEACHER TRAINING

All Elementary Occasional Teachers are asked to review the Occasional Teachers Folder on FirstClass for two important video training links which require your immediate attention.

1. *Accessibility for Ontarians with Disabilities Act* training video  
Once you have viewed the video, go to the Employee Portal and submit your response under **Confirm AODA Completion**.
2. *Keeping our Kids Safe at School Act* training video

## STATEMENT OF INTENT TO REMAIN ON THE LIST

All Occasional Teachers (full-time and part-time) will receive a FirstClass email on April 1<sup>st</sup> explaining the Statement of Intent to Remain on the List (Canvass Letter) process for this year.

The Statement of Intent (Canvass) must be completed between April 1-30, 2010.

**Occasional Teachers are required to do three things before exiting the process or you will be required to begin again:**

1. Complete the Statement (Canvass) questions
2. Complete the 2010 WHMIS review
3. Complete the Annual Offence Declaration

The Statement is completed through the Employee Portal as directed in the email.

Once submitted, you will receive an email confirmation - Print a copy of this for your records.

**THERE IS NO APPEAL PROCESS**