*An example of a “Druthers Sheet” from Hillsdale High School in San Mateo, California….*

**Course/Schedule Request Information Sheet\*\***

Please complete this form if you have any specific preferences regarding your ***schedule*** for next year.

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Common teaching periods\*\***: If you would like to **teach** the same periods as a specific colleague (so you can share students or curriculum), please write the name(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Common collaboration period\*\***: If you would like to share a **collaboration period** with a specific colleague or group, please write the name(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Check this box if a common collaboration period with colleagues listed above is a MUST.

1. **Coaching (7th period prep)**: If you plan on coaching a sport or another after-school activity, please write the sport(s)/activity(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Curriculum Council/TOSA (7th period prep)**: If you are requesting to represent Hillsdale at one of the Department Curriculum Councils, please indicate here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other requests**: If there are other needs you would like us to try to accommodate, please describe them below. We will do our best to accommodate, but cannot guarantee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*ALL core teams are guaranteed common collaboration periods built into their schedules. Every effort will also be made to provide common collaboration periods for same-subject teachers.**

**Hillsdale High School Internal Staffing/Change of Placement Request\***

Please fill out this page to indicate an interest in existing/potential openings or change of ***placement*** for next year. This form will only be read by the administration and, potentially, the Council of Elders\*.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course(s) taught this school year (and in 2-yr loop, if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area(s)/Position(s) of Interest** (Check all that apply. For stipended positions, note whether you would be interested in sharing the position.)

* Advisor [currently **not** an advisor; would prefer to become one]
* Non Advisor [currently **are** an advisor; would prefer not to be]
* Guided Studies Teacher
* Teaching Position other than what you are currently assigned (Ex/ Change of Team, Opening due to Leave or Retirement, etc.) Describe below:

It you are interested in any of the stipended positions and would like more info/ details, please see an administrator.

* House Leader (stipend)
* Department Chair (stipend)
* GATE Coordinator (stipend)
* Activities Director (stipend OR release period)
* Athletic Director (stipend AND release period)
* Data & Assessment TOSA (stipend OR release period)
* Instructional Technology TOSA (stipend OR release period)
* Professional Development TOSA (stipend OR release period)

Rationale/Reason(s) for interest in change/ as well as qualifications for new area/position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*See Hillsdale Internal Hiring and Transfer Policy (last updated 4/2012)**

*TOSA = Teacher on Special Assignment*

*This resource is courtesy of Cheryl Lawton, former co-principal at Hillsdale High School in San Mateo, California and current principal at Milpitas High School in Milpitas, California. Cheryl noted that at Hillsdale High School, this Course Request and Request for Change of Placement form was typically distributed in March, prior to the actual building of the Master Schedule.*