

SCHOOL STAFF MEMBERS' LIST

-Action Required

Attached is a copy of last year's member list (2018-19) for your school.

Please complete the following:

- Review the list to ensure that it accurately reflects the teaching staff in your school for the 2019-20 school year. (Add new members with their contact information/cross off teachers that are no longer at your school.)
- Are there any empty fields?** Highlight the blanks for your staff to fill in. Ensure that the following fields are complete – current address, home e-mail address, division, teaching certificate #.
- Add new teachers and their contact information.
- Complete the New Teacher Information Form for those new to the District and attach it to the staff list.
- Inform the Local even if there are no changes to your staff list.

This information is used to keep our Local database up to date. **Please ensure that all areas are completed so we have the correct information for our members!**

A home e-mail address is a MUST for the Local to ensure that we are able to communicate with our members in a timely manner!

Ensure that staff members wanting to receive e-mails from the Local and/or ATA indicate that by selecting YES, they would like to be contacted, and provide a home e-mail address. The Local will use this as permission to send e-mail to our members' home e-mail addresses in the case of an emergent and/or bargaining issue.

Communication representatives who get their lists in by September 24th will have their name entered in a draw for a \$50 gift card!

We ask that you send the School Staff Member List in a timely manner but also return the ORIGINAL to the Local's office no later than September 24th by Board truck: Edmonton Public Teachers Local 37, 401-11010 142 Street.

If you have staff members that would prefer not to share their information with you, please ask them to contact the Local office directly. Thank you!