



**NOTIFICATION OF ACTING
ADMINISTRATOR DESIGNATION**

Form 1015

School: _____

_____ is appointed Acting Principal on the
(name of designated person)

following dates: _____

If a principal is absent from school for a period of one or more school days, the following shall apply:

- (a) An Assistant Principal, where one is available will be designated to act in place of the principal and will receive 1/200 of the principal's allowance on the first and consecutive school days for such acting designation.
- (b) The Assistant Principal allowance will be in abeyance during this period of time.
- (c) Where no Assistant Principal is available, a teacher will be designated to act in place of the principal and will receive 1/200 of the principal's allowance on the first and consecutive school days for such acting designation.

Principal

Chief Deputy Superintendent - Leadership
Services and Human Resources