

Long Term Occasional Assignment Checklist for Occasional Teachers

Once you start your LTO...

- Apply to QECO/OSSTF (bypass if you already have a rating statement)
- Get letters from previous boards of education with the following information:
 - Start date, end date (DD/MM/YYYY)
 - Were you a Certified Teacher
 - Ministry Approved school (need proof)
- Send in **Letter of Intent Form** by fax: 416-397-3484 to notify the Board of:
 - QECO/OSSTF being evaluated
 - QECO/OSSTF be re-evaluated
 - Previous teaching experience that is being credited

Once you are doing your LTO...

- Make sure the school board has submitted the LTO form on the 10th day of work to notify the Board you are doing an LTO (ask the Principal or Office Administrator)
- Send in QECO/OSSTF rating to the Board **before** the end of your LTO. (Exceptions are only made for LTO's who have submitted the Letter of Intent form)
- Send in previous teaching experience to the Board **before** the end of your LTO. (Exceptions are only made for LTO's who have submitted the Letter of Intent form)

If you have any questions, please contact the LTO – Records Management Assistant at
416-397-3249.