



Georgia Department of Education
Teacher and Leader Keys Effectiveness System

Release Form

The following educator is requesting the release of the TKES/LKES/Contributing Professional Plan in the GaDOE TLE Electronic Platform from one local education agency (LEA) to another. The educator understands this will mean the receiving district will have access to their prior TKES /LKES/Contributing Professional Plans.

_____	_____
Name of Employee	Certificate Number
_____	_____
Departing LEA	Receiving LEA

(Optional) Super User Name and Email for departing LEA	(Optional) Super User Name and email for Receiving LEA

I, _____, give permission to the departing LEA to release my (circle one) for plan(s) for school year(s) listed below as stated above to the receiving LEA.)

TKES Plan	LKES Plan	Contributing Professional Plan
<input type="checkbox"/> 2012-2013	<input type="checkbox"/> 2013-2014	<input type="checkbox"/> 2014-2015
<input type="checkbox"/> 2016-2017	<input type="checkbox"/> 2017-2018	<input type="checkbox"/> 2015-2016

Please note that all plans associated with the account will be released. Indicating the year will help speed up the process for departing district finding the plans to make copies of for their records. It is the departing districts responsibility to make sure they capture all information before releasing a plan, even if it is not marked on the release form.

_____	_____
Employee Signature	Date

Releasing of TKES/LKES/Contributing Professional Plans

- _____ 1. Departing LEA will need to have a release for each employee requesting the transfer of the TKES/LKES Plan to the receiving LEA.
- _____ 2. Departing LEA will remove the location from the employee's account and any admin rights associated with the account if applicable.
 - Departing LEA may want to consider retaining an electronic file or hard copy of the TKES/LKES/Contributing Professional plan prior to releasing it to the receiving LEA.
- _____ 3. Receiving LEA will retrieve the account in the GaDOE TLE Electronic Platform and assign the new location and admin rights if applicable. The username will also need to be updated to include the receiving LEA's 3 digit code.