



**Georgia Department of Education
Teacher and Leader Keys Effectiveness System
TKES/LKES Release Form**

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

Name of Employee	Plan to be released
Departing LEA	Receiving LEA

I _____ give permission to the departing LEA to release my TKES/LKES Plan stated above to the receiving LEA.

Employee Signature	Date
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Releasing of TKES/LKES 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 associate with the account if applicable.
 - Departing LEA may want to consider retaining an electronic file or hard copy of the TKES/LKES 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.