



SAGA JET PROGRAMME

Successor Handover Information

Predecessor's name:

Successor's name:

Contracting organisation:

Briefly introduce yourself to your successor:

Predecessor Contact Information

Name:

Departing Japan:

Current contact information in Japan

Address:

Phone:

Skype:

Email:

Contact information after departing Japan

Address:

Phone:

Skype:

Email:

Additional information:

Board of Education/Contracting Organization Profile

Name of BOE/CO:

Address:

Phone:

Fax:

Staff Information

Supervisor:

Male

Female

Email:

English ability:

None Some OK Good Fluent

General Information

Work starts at:

ends at:

Approx. arrival time:

Distance from home:

minutes by

No. of BOE/CO staff:

Lunch starts at:

ends at:

No. of other CO ALTs:

Computer availability:

None

Shared computer

Computer provided

Bring own

Internet access:

None

Available

How often do you go to your CO?

What do you do at your CO?

Work Schedule

Number of schools: Kindergarten: Elementary: Junior High: Senior High:

Day	School/Place Name	Tick if schedule is same each week
Monday	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Tuesday	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Wednesday	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Thursday	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>
Friday	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>

Additional information:

School Profile #1

School name:

Address:

Website:

Staff Information

Principal:

M F

Vice Principal:

M F

English Teachers (JTEs)/Home Room Teachers (HRTs):

Grade:

M F

M F

M F

M F

M F

School Information

Work starts at:

ends at:

Arrive by:

Depart by:

Lunch starts at:

ends at:

BYO

Provided

Cost:

Distance from home:

min. by

Eat with students: Yes No Maybe

Number of students:

No. of staff:

ALT days:

M

T

W

T

F

Average: Class size:

Lesson length:

Classes:

per week

month

Teachers or staff who speak English:

Computer availability:

None

Shared computer

Computer provided

Bring own

Internet access:

None

Available

Printing access: None

Available

Electronic blackboard:

None

Available

Other:

Separate English room: Yes

No

Computer/AV room: Yes No

School Profile #1 (cont.)

What extracurricular activities is the ALT involved in? (e.g. English clubs, speech contest, etc.)

Description of school life:

School Profile #2

School name:

Address:

Website:

Staff Information

Principal:

M F

Vice Principal:

M F

English Teachers (JTEs)/Home Room Teachers (HRTs):

Grade:

M F

M F

M F

M F

M F

School Information

Work starts at: ends at: Arrive by: Depart by:

Lunch starts at: ends at: BYO Provided Cost:

Distance from home: min. by Eat with students: Yes No Maybe

Number of students: No. of staff: ALT days: M T W T F

Average: class size: Lesson length: Classes: per week month

Teachers or staff who speak English:

Computer availability: None Shared computer Computer provided Bring own

Internet access: None Available Printing access: None Available

Electronic blackboard: None Available Other:

Separate English room: Yes No Computer/AV room: Yes No

School Profile #2 (cont.)

What extracurricular activities is the ALT involved in? (e.g. English clubs, speech contest, etc.)

Description of school life:

School Profile #3

School name:

Address:

Website:

Staff Information

Principal:

M F

Vice Principal:

M F

English Teachers (JTEs)/Home Room Teachers (HRTs):

Grade:

M F

M F

M F

M F

M F

School Information

Work starts at: ends at: Arrive by: Depart by:

Lunch starts at: ends at: BYO Provided Cost:

Distance from home: min. by Eat with students: Yes No Maybe

Number of students: No. of staff: ALT days: M T W T F

Average: class size: Lesson length: Classes: per week month

Teachers or staff who speak English:

Computer availability: None Shared computer Computer provided Bring own

Internet access: None Available Printing access: None Available

Electronic blackboard: None Available Other:

Separate English room: Yes No Computer/AV room: Yes No

School Profile #3 (cont.)

What extracurricular activities is the ALT involved in? (e.g. English clubs, speech contest, etc.)

Description of school life:

School Profile #4

School name:

Address:

Website:

Staff Information

Principal: M F

Vice Principal: M F

English Teachers (JTEs)/Home Room Teachers (HRTs):	Grade:	
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<input style="width: 400px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>
<input style="width: 400px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>
<input style="width: 400px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>
<input style="width: 400px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>

School Information

Work starts at: ends at: Arrive by: Depart by:

Lunch starts at: ends at: BYO Provided Cost:

Distance from home: min. by Eat with students: Yes No Maybe

Number of students: No. of staff: ALT days: M T W T F

Average: class size: Lesson length: Classes: per week month

Teachers or staff who speak English:

Computer availability: None Shared computer Computer provided Bring own

Internet access: None Available Printing access: None Available

Electronic blackboard: None Available Other:

Separate English room: Yes No Computer/AVroom: Yes No

School Profile #4 (cont.)

What extracurricular activities is the ALT involved in? (e.g. English clubs, speech contest, etc.)

Description of school life:

School Profile #5

School name:

Address:

Website:

Staff Information

Principal:

M F

Vice Principal:

M F

English Teachers (JTEs)/Home Room Teachers (HRTs):

Grade:

M F

M F

M F

M F

M F

School Information

Work starts at: ends at: Arrive by: Depart by:

Lunch starts at: ends at: BYO Provided Cost:

Distance from home: min. by Eat with students: Yes No Maybe

Number of students: No. of staff: ALT days: M T W T F

Average: class size: Lesson length: Classes: per week month

Teachers or staff who speak English:

Computer availability: None Shared computer Computer provided Bring own

Internet access: None Available Printing access: None Available

Electronic blackboard: None Available Other:

Separate English room: Yes No Computer/AV room: Yes No

School Profile #5 (cont.)

What extracurricular activities is the ALT involved in? (e.g. English clubs, speech contest, etc.)

Description of school life:

Local Information

Please visit SagaJET.com to find more information about your district and town.

District: Tomatsu Sanshin
Sajo Kito

Type of Area: City
Town
Village

Name:

Approx. population:

No. of JETs in your district:



Describe your local area. Include any tips, links, and other useful information:

Local Area (cont.)

Describe getting around your area. Include links to public transport, routes, and other information:

Local Facilities

Check out the Interactive SagaJET Map for more information about local facilities.

	(time)		(foot, bike, car, etc)		(time)		(foot, bike, car, etc)
Supermarket:	<input type="text"/>	by	<input type="text"/>	Convenience store:	<input type="text"/>	by	<input type="text"/>
Hospital/Doctor:	<input type="text"/>	by	<input type="text"/>	Dentist:	<input type="text"/>	by	<input type="text"/>
Bank:	<input type="text"/>	by	<input type="text"/>	Pharmacy:	<input type="text"/>	by	<input type="text"/>
ATM:	<input type="text"/>	by	<input type="text"/>	Post office:	<input type="text"/>	by	<input type="text"/>
Train station:	<input type="text"/>	by	<input type="text"/>	Station name:	<input type="text"/>		
Bus stop:	<input type="text"/>	by	<input type="text"/>	Bus stop name:	<input type="text"/>		
Large city:	<input type="text"/>	by	<input type="text"/>	Large city name:	<input type="text"/>		
Gym/pool:	<input type="text"/>	by	<input type="text"/>	Gym/pool name:	<input type="text"/>		
Saga City:	<input type="text"/>	by	<input type="text"/>	Nearest JET:	<input type="text"/>	by	<input type="text"/>

Housing Information

More information about [housing](#) can be found at [SagaJET.com](#).

Housing type: Apartment House Public housing

Subsidized tent: Yes No Key money: Yes No Monthly rent (yen):

Room type: (e.g. living room, bedroom, dining, etc.) Approx. Size (e.g. 3mx4m)

Room type: (e.g. living room, bedroom, dining, etc.)	Approx. Size (e.g. 3mx4m)
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Included with housing:

Air-conditioner Refrigerator Bed Gas stove Washing machine
Microwave oven Futon TV Shelving Vacuum

Other: (Please detail any other items that will be included or that you're wanting to sell)

Parking: On-site Nearby Not available Cost (per month): N/A

GoogleMap link: N/A

YouTube link: N/A

Average Monthly Bills (yen)

Water: N/A Gas: N/A Electricity: N/A

Internet: N/A Phone: N/A Other: N/A

Additional housing information:

Final Comments

Please include any extra information you think your successor needs to know below:

SagaJET.com

Please visit [SagaJET.com](https://www.sagajet.com) and explore it thoroughly as it will help answer many of the questions you probably have. You will find a lot of information about Saga in general, your specific placement, job, and community.

There are also a number of resources for [newcomers](#) that will help with your departure to and arrival in Saga.