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## Teacher Open Transfer Period

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### The Teacher Open Transfer Period for School Year 2012-2013

#### A. Timeline

1. Open period\*: Monday, March 26, 2012 through Monday, April 23, 2012
2. Restricted period\*\*: Tuesday, May 1, 2012 through Thursday, May 31, 2012
3. Notifications of approval/denial: Week of May 1, 2012. Transfers are not approved until notification has been received from Human Resources.
4. Transfer period closes: June 1, 2012

*\*Current Principal must sign acknowledging the teacher's request to transfer*

*\*\*Current Principal must sign approving the teacher's request to transfer*

#### B. In order to be eligible for transfer, teachers must meet all of the following criteria:

1. Hold a valid Texas teacher certificate in the requested subject area vacancy
2. Meet "Highly Qualified" standards of NCLB for the position
3. Must not be entering 4<sup>th</sup> year probationary status
4. Must not be on a Prescriptive Plan for Assistance (PPA)

#### C. Teachers who qualify for a transfer, please note the following:

1. To view current or anticipated classroom teacher vacancies for 2012-2013, please visit the Teacher & Recruitment website.
2. If interested in a specific position, you may apply directly via email to the principal at the requested school by providing the following:
  - Your name
  - Employee number
  - Job title you are interested in

#### D. HISD will not be hosting any open transfer jobs fairs



# Teacher Open Transfer Request

## PLEASE PRINT OR TYPE

*Open Transfer\*: Monday, March 26, 2012 to Monday, April 23, 2012*  
*Restricted Transfer\*\*: Tuesday, May 1, 2012 through Thursday, May 31, 2012*

Teacher Name: \_\_\_\_\_ Emp ID: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### I AM REQUESTING THE FOLLOWING TRANSFER:

From (School): \_\_\_\_\_ Position: \_\_\_\_\_

To (School): \_\_\_\_\_ Position: \_\_\_\_\_

### My signature below states I meet all of the following criteria:

1. Hold a valid Texas teacher certificate in the requested subject area vacancy
2. Meet "Highly Qualified" standards of NCLB for the position
3. Must not be entering 4<sup>th</sup> year probationary status
4. Must not be on a Prescriptive Plan for Assistance (PPA)

*My signature confirms that I met the above stated criteria and I can only accept one transfer during the open transfer period.*

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*During the open transfer period, the current Principal must sign acknowledging the teacher's request to transfer.*

*\*\*During the restricted period, the current Principal must sign approving the teacher's request to transfer.*

### To be completed by the receiving Principal:

To teach subject/level: \_\_\_\_\_ PC# \_\_\_\_\_

Teacher is certified for this position: \_\_\_\_\_ Yes \_\_\_\_\_ No

\* If position was filled for the 2010-2011 school year, please explain the status of the incumbent.

Incumbent Name: \_\_\_\_\_

\_\_\_\_ Resigned or Retired    \_\_\_\_ Early Notification    \_\_\_\_ Transferred to another campus - List school,  
if known: \_\_\_\_\_

*My signature confirms I have obtained a reference from the teacher's current Principal and the teacher meets the criteria outlined above.*

Principal's Signature: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

*Once completed, the requesting teacher must scan and e-mail the form to the "receiving" HR Business Partner.*