Teacher Open Transfer Request

INSTRUCTIONS

1. Once a principal has extended an offer of hire to you, submit the Teacher Open Transfer Request (below) to the principal.

   **You may accept only one position during the Open Transfer Period!**

2. The principal will submit the Request to Hire for a Transferred Teacher to their Human Resources Generalist via e-mail.

3. The HR Generalist team will verify the vacancy and your eligibility for the position. In order to be eligible for the position, you must:

   - Hold a valid Texas teacher certification in the subject area of the position
   - Be considered ‘highly qualified’ by NCLB standards
   - Have a current PDAS appraisal of at least ‘Meets Expectations’

4. The HR Generalist team will contact you, only if you do not meet the certification requirements for this position.

Open Teacher Transfer Period
Friday, May 1, 2009 – Friday, May 29, 2009

HISD Teacher Transfer Job Fair
Tuesday, May 19, 2009 (Elementary)
Wednesday, May 20, 2009 (Secondary)
4:30 P.M.-7:00 P.M.
Davis High School
1101 Quitman
Houston, TX 77009
Teacher Open Transfer Request
PLEASE PRINT OR TYPE
Submit form to the principal of the school to which you wish to transfer.

REQUEST FOR TEACHER TRANSFER:

Name: __________________________________________ (Last Name) (First Name)
SS#:_______ - ____ - _______ Employee ID#:_______ Phone #:(____)________

Mailing Address: __________________________________________ (Street)
Now Assigned to: __________________________________________ (City, State, Zip)

Requesting Transfer to: __________________________________________ (Print School Name/Region)
(Grade/Subject)

*** I can accept only one transfer during the open transfer period of Friday, May 1, - Friday, May 29, 2009***

I AM:
• Texas Certified in __________________________________________.
• In good standing and not on a growth plan
  □ Yes     □ No

TO THE TEACHER:
Human Resources will contact you ONLY if you do not meet the certification requirements for the position selected. Please provide the best way to contact you during the summer months:

Email Address: __________________________________________
Mailing Address: __________________________________________
Telephone: __________________________________________

Teacher’s Signature: __________________________________________ Date: ________

North Region  Stephanie Hudson  713-556-7443
West Region   Arnold Zuazua      713-556-7431
East Region   Arlene Lassin     713-556-7455
Central Region Mary Pena        713-556-7419
South Region and Alternative Schools Nora Rodriguez  713-556-7437