

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)

(City, State, Zip)

Now Assigned to: _____

(Print School Name/Region)

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