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 4th 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 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 4th 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 be scan and e-mail the form to the “receiving” HR Business Partner.

Human Resources (January 2012)