

REQUEST FOR CERTIFICATED TRANSFER

--- To Be Completed by Teacher---

Date of Transfer Request: _____

Teacher's Name: _____

Home Phone: _____

Cell Phone: _____

Current Site: _____

Current Assignment: _____

Type of Transfer Requested:

☐ **First Rights To Return** (Displaced Teacher Only)

Site displaced from: _____ Month/Year displaced: _____ / _____

☐ **Seniority Transfer** – *Five or more years of service to the district*

☐ **Non-Seniority Transfer** – *Less than five years of service to the district*

Requested Site(s):

1 _____

2 _____

3 _____

4 _____

Requested Assignment(s):

1 _____

2 _____

3 _____

4 _____

ACT 15.2.2 Transfer requests shall be considered before hiring new employees from outside of the District. Unit members who desire transfers to other work site(s) shall have the opportunity to submit a Request for Transfer to the Division of Human Resources. All requests for transfer remaining on file as of **March 16** shall become invalid. A unit member who still wishes to be considered for transfer must file a new request.

Please See Reverse for Transfer Eligibility Requirements

ELIGIBILITY CHECKLIST

--- To Be Completed by Human Resources ---

ACT 15.2.1 A voluntary transfer is relocation acceptable to a unit member which would not result in a mis-assignment. Further, a unit member is eligible to participate in a voluntary transfer after completing two (2) satisfactory years of service, defined as not having been on a mandated assistance plan at any time during those two (2) years, and has submitted a written request for transfer.

Qualifying credential:

☐ Meets Eligibility

☐ Does Not Meet Eligibility

Notes: _____

Satisfactory Service:

☐ Meets Eligibility

☐ Does Not Meet Eligibility

Notes: _____

ACT 15.2.4 A unit member who has exercised his/her option and received a voluntary or seniority transfer shall not be eligible for another voluntary transfer or seniority transfer until he/she has served two (2) additional satisfactory years, as defined in 15.2.1 above, with the District.

No Recent Voluntary Transfers:

☐ Meets Eligibility

☐ Does Not Meet Eligibility

Notes: _____

ACT 15.2.5 Eligible unit members with five (5) or more years of service in the District who have requested a transfer per 15.2.2 shall based on seniority receive a transfer to the school of their choice if the following conditions are met except as noted below in 15.2.5.

Seniority Date _____

☐ Seniority Transfer

☐ Non Seniority Transfer

Placement on Transfer List:

☐ Approved ☐ Not Approved

Director's Signature _____

Date _____

_____ Teacher Notified of Approved or Not Approved

_____ Added to Transfer List