



La Porte Independent School District

2017-2018 Voluntary Transfer Request

Classroom Teacher/Other Professional Staff

La Porte ISD provides a voluntary transfer process for employees who meet the following criteria:

Classroom Teachers:

- Completed one year of service with LPISD prior to the year for which the request is made
- Meet the standard of "Proficient" or above on all Domains of the Teacher Evaluation and Support System (T-TESS)

Other Professional Staff

- Completed one year of service with LPISD prior to the year for which the request is made
- Must have a satisfactory or above on their most recent performance evaluation

Voluntary Transfer Request process:

- a. Voluntary Transfer Request to be submitted to Human Resources beginning **March 20th to May 12th, 2017.**
- b. Employee also required to complete on-line application.
- c. Human Resources will notify Principals of voluntary transfer requests as they are received.
- d. Principals will contact employees requesting a transfer and schedule interviews based upon their campus needs.
- e. Approving Principals to submit transfer recommendation(s) to Human Resources prior to **June 9th.**
- f. Human Resources will process the transfer upon confirmation of the vacancy and verification of appropriate certification.
- g. Affected parties will be notified by **July 6th** prior to the school year for which the request is made. Personnel not notified in writing by the Human Resources Office in reference to their request should remain in their current assignment.

PLEASE NOTE THAT FILLING OUT THIS FORM IS A REQUEST AND DOES NOT GUARANTEE A TRANSFER.

Name _____ Employee # _____

Address _____ Telephone # _____

Present Campus & Assignment _____

Degree(s): _____ Bachelor's _____ Master's _____ Doctorate

Areas of Certification _____

Hire Date _____ Years of Experience: _____ LPISD _____ Other

Extra/Co-Curricular Interests _____

List the name of the school(s) where you request to transfer and in no particular order of preference.

SCHOOL(S)	POSITION (GRADE/SUBJECT) DESIRED

Principal/Administrator Signature

Date

Teacher/Professional Staff Signature

Date

This section for Human Resources Use Only

Transfer Request Form received in Human Resources: Date _____ Received by _____