



La Porte Independent School District

2018-2019 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:

- Successfully completed one year on a term contract with LPISD
- Meet the standard of "Proficient" or above on all Domains of the Teacher Evaluation and Support System (T-TESS); must be evaluated on your current campus for three years

Other Professional Staff:

- Successfully completed one year on a term contract with LPISD (if applicable to current assignment)
- Completed three years of service with LPISD, to include the year for which the request is made
- Must have a satisfactory or above on your performance evaluation; must be evaluated by your current campus/department for three years

Voluntary Transfer Request process:

- a. Voluntary Transfer Request to be submitted to Human Resources beginning **March 28th to May 15th, 2018.**
- b. Employee 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 8th.**
- 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 5th** 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 <u>name</u> 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 _____