

EMPLOYEE TRANSFER REQUEST

I. EMPLOYEE INFORMATION

Name: _____
Last First M.I.

Address: _____ City _____ State _____ Zip _____

Phone: () _____ Email: _____

Current School/Department: _____

Current Assignment: _____ Subject/Grade: _____
(Teacher, Secretary, etc.)

II. AREA(S) OF CERTIFICATION

Check area(s) for which you are licensed by Tennessee:

- Early Childhood (PreK-3)
- Elementary Middle School (List Highly Qualified Subject(s) _____)
- Secondary (List Highly Qualified Subject(s)) _____
- K-12 (List Highly Qualified Subject(s)) _____
- School Counselor School Librarian
- Special Education:
 - Modified K12 Comprehensive K-12 Hearing PreK-12 Vision PreK-12 Speech/Language PreK-12

III. TRANSFER REQUEST

Type: (select all that apply)

- Voluntary
- Hardship*
- Medical (attached medical statement)
- Transportation/Distance

*If requesting a hardship based on a medical and/or personal problem, *please provide supporting documentation.* Failure to provide the supporting documents will result in the denial of your request for a hardship transfer.

Transfer request to:

1st Choice

School _____

Position _____

Subject/Grade _____

School Year _____

2nd Choice

School _____

Position _____

Subject/Grade _____

School Year _____

3rd Choice

School _____

Position _____

Subject/Grade _____

School Year _____

PROFESSIONAL EXPERIENCE, SPECIAL ABILITIES, AND SKILLS

School System _____
Grade/Subject _____ Years _____

School System _____
Grade/Subject _____ Years _____

School System _____
Grade/Subject _____ Years _____

Total Experience _____

Attach additional experience if needed

Special Abilities (Drama, Art, Playwriting, Coaching, Technology)

Other Experiences Related to the Assignment:

1. _____
2. _____
3. _____

IV. CERTIFICATION

I certify that the above information regarding my qualifications is accurate to the best of my knowledge and belief.

(Print Name) Date: _____

(Signature)

For Human Resources Use

Date received _____

Approved

Denied

Reason for Denial

Human Resources (Signature)

Employee Transfer Guidelines

A voluntary employee transfer is defined as an employee moving from one school to another to fill a position in alignment with his or her current qualifications and teaching endorsement(s). Reassignments within a school are authorized by the principal and do not require the implementation of the transfer procedures.

(Note to site Administrator: Changes in teacher assignments within a building or department need to be reported to the Human Resources Department to ensure accurate position control in assignments.)

Eligibility:

1. The term “teacher” refers to any employee who holds a valid Tennessee teaching certificate and is paid on the teachers’ salary scale.
2. Voluntary teacher transfers are only available to teachers who have received a satisfactory evaluation during their past evaluation period and currently hold a “continuing contract” employment status.
3. Eligible teachers/staff requesting a transfer may be granted an interview by Human Resources and the principal(s) of the school(s) where they have requested a transfer if they are qualified and if there is a known vacancy in that school.
4. Teachers working under annual contracts may request a transfer for positions for which they hold an endorsement and are highly qualified.
5. All transfer requests are submitted and considered on an annual basis.
6. Instructional supervisors/coordinators or other appropriate personnel will be involved in the interview and decision process concerning teachers requesting transfer into their assigned areas of supervision.
7. When a vacancy occurs, the transfer request will be granted or denied based on the results of an interview as well as other factors such as professional training, experience, length of service, certification, administrative and operational needs, recommendations, and/or other extenuating or unusual circumstances.
8. A teacher approved for a voluntary transfer will remain in that new assignment for at least two years unless an earlier reassignment is directed by the Administration.

Procedures:

Only internal teachers eligible for transfer who have expressed a specific interest in a vacancy (by school, grade, and/or subject) will be interviewed by the interview team of the school with the vacancy. If no teachers have requested a transfer for a particular vacancy, the principal may interview and hire from the external applicant pool.