

McALLEN ISD

PROCESS FOR REQUESTING A TRANSFER

1. Transfer requests information will be disseminated by the Human Resources Department to all campuses as well as be made available on the Teachers webpage on March 25, 2016.
2. Print and complete the Teacher Transfer Form.
3. Transfer forms will submitted electronically to Human Resources via email to Aldo Martinez, Human Resources Clerk.
4. Human Resources will provide a copy of your transfer request to all personnel as indicated on the teacher transfer form.
5. Transfer forms must be on file prior to interviewing with any school.
6. Principals will notify Human Resources and teacher's current year Principal of when he/she has approved a transfer.
7. Deadline for Principals to finalize all transfer approvals is May 06, 2016.
8. Human Resources will notify the teacher of the approved transfer request.
9. Immediately notify Human Resources if you wish to withdraw your transfer request.

McALLEN ISD

TEACHER TRANSFER FORM

Date: _____

Name: _____

EID: _____

Present Assignment: _____
Campus Position

Years at Present Campus: _____

Requested Campus(es): _____

Requested Assignment: _____

Reason for Transfer Request: _____

Transfer requests information will be disseminated by the Human Resources Department to all campuses as well as be made available on the Human Resources webpage on March 25, 2016. Deadline for submitting a completed Teacher Transfer Request Form to Human Resources Department is April 15, 2016 .

Deadline for approval of all transfers by the receiving principal is May 06, 2016.

Please follow the instructions on the process for requesting a transfer.

(HUMAN RESOURCE OFFICE USE)

Certification Areas:

Not Certified:

cc: Principal, Campus of Present Assignment Principal,
Campus(es) of Requested Assignment Teacher
Requesting Transfer
File copy