

# Teacher: Open Transfer Period

For 2015-2016 School Year

**Teachers Only: Open Transfer Period begins Tuesday, March 24, 2015, ends Monday, June 8, 2015**

## Teacher:

1. Please visit the [Careers](#) page on the HISD website to view 2015-2016 vacancies.
2. If interested in a specific position, ensure that you meet the following criteria:
  - Hold a valid Texas teacher certificate in the requested subject area vacancy
  - Meet "Highly Qualified" standards of NCLB for the position being considered
  - Must not be recommended for a Non-Renewal of contract or entering into a 4th year probationary status
  - Must not be on a Prescriptive Plan for Assistance (PPA)
  - Must demonstrate a level of effective performance (*reviewed at the discretion of the receiving Principal*)
3. To apply for the position, email the Principal at the requested school by providing the following:
  - a. Your name
  - b. Your employee ID number
  - c. Job title of which you are interested
  - d. Attach a resume or include a summary of your experience
4. Due to high volume, Principals may only contact candidates of interest.
5. After you have been offered a position at a campus, please do the following:
  - a. Complete Section 1 of the Teacher: Open Transfer Request form (attached). Print it and sign it.
  - b. Submit your signed form to the receiving Principal via email (preferred method), fax or hard copy.

## Receiving Principal:

Before Making an Offer:

1. Ensure that you have a confirmed open vacancy to support an open transfer for the 2015-2016 year.
2. Review available teacher professional data and verify that the employee is not on a Prescriptive Plan for Assistance (PPA) by contacting your PCIM (Perf & Cont Improvement Mgr).

After Making an Offer:

3. Request a completed/signed Teacher: Open Transfer Request form from your candidate.
4. Complete all of Section 2 on the Teacher: Open Transfer Request form. Print it and sign it.
5. Scan and email the completed form to [hiring@houstonisd.org](mailto:hiring@houstonisd.org) with your school name in the subject line.

## NOTIFICATIONS:

Human Resources will send email notifications of approval/denial throughout the open transfer period and will be sent to the impacted employee, current and receiving Principals, and respective HR Business Partners. Transfers are not final until an approval email notification has been sent from Human Resources. All notifications will be complete by June 26, 2015.



## Teacher's Only: Open Transfer Request Form

Open Transfer Period begins Tuesday, March 24, 2015, ends Monday, June 8, 2015  
(*please print*)

### SECTION 1: Completed by Teacher

Teacher Name: \_\_\_\_\_ Emp ID: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### I AM REQUESTING THE FOLLOWING TRANSFER:

From (School): \_\_\_\_\_ Position: \_\_\_\_\_

To (School): \_\_\_\_\_ Position: \_\_\_\_\_

#### My signature below states I meet all of the following criteria:

1. Hold a valid Texas teacher certificate in the requested subject area vacancy
2. Meet "Highly Qualified" standards of NCLB for the position
3. Must not be recommended for Non-Renewal or entering into a 4th year probationary status
4. Must not be on a Prescriptive Plan for Assistance (PPA)
5. Other performance measures may be reviewed at the discretion of the receiving principal

***My signature confirms that I meet the above stated criteria and I understand that I can only accept one transfer during the Open Transfer Period.***

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit your signed form to the receiving Principal via email (preferred method), fax or hard copy.*

### SECTION 2: Completed by Receiving Principal Only

To teach subject/level: \_\_\_\_\_ PC# \_\_\_\_\_

If this position was filled for the 2014-2015 school year, please explain the status of the incumbent:

Incumbent Name: \_\_\_\_\_

\_\_\_\_ Resigned or Retired    \_\_\_\_ Early Notification    \_\_\_\_ Transferred to another campus - List school, if known: \_\_\_\_\_ Other: \_\_\_\_\_

***My signature confirms that the teacher meets the criteria outlined above.***

Principal's Name: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

*Scan and email the completed form to [hr@houstonisd.org](mailto:hr@houstonisd.org) with your school name in the subject line.*

Human Resources (February 2015)