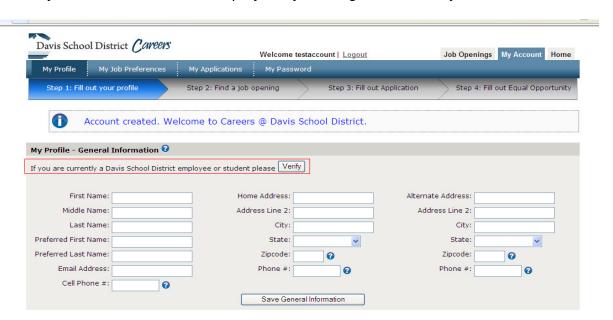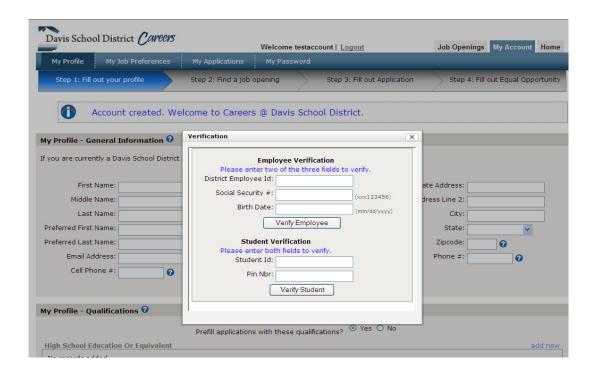# "Teacher Transfer Request" Instructions

If you are a Davis School District teacher interested in transferring to another teaching position within the district, you may indicate your interest in transferring by activating a "Teacher Transfer Request". Activating a "Teacher Transfer Request" allows you to let principals know that you are interested in transferring and lets you specify the type of position for which you are interested. Activating a "Teacher Transfer Request" is a feature that can be done on the "Careers @ Davis" web page.

To get to the "Careers @ Davis" web page go to:

- District Home Page: www.davis.k12.ut.us
- Click on *Employment Opportunities*
- Log in (This is *not* your Encore usercode and password). 1st time users will need to Register, then log in.

- Once logged in, you will see the screen below. You will need to verify that you are current district employee by clicking on the "Verify" button.
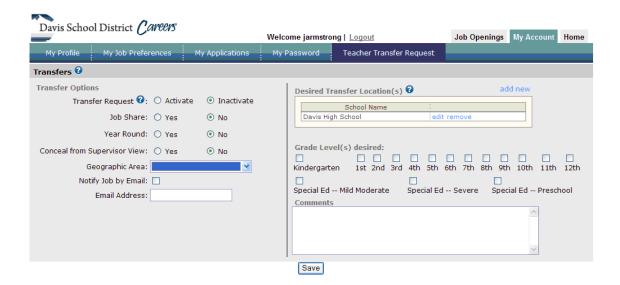

- Next, you should see the "Employee Verification" box shown below. To verify that you are an employee, you will need to enter the data requested in any two of the three fields listed and then click the "Verify Employee" button. After you receive a message confirming that you are an employee, close the window by clicking the 'x' in the upper right hand corner of the box.

To Activate/Inactivate Transfer Request:

- Click on the "Teacher Transfer Request" tab. You will then see the screen shown below.

- Fill in the following data requested on this page as it relates to your Transfer Request:

Teacher Request: Click "Activate" to enable Principals to see your request or "Inactivate" to remove your request from the Transfer Request listing.

Job Share: Click "Yes" if you would like to job share.

Year Round: Click "Yes" if you are interested in working in a year-round school.

Conceal from Supervisor View: Click "Yes" if you would like to conceal your transfer request from your current Principal.

Geographic Area: Click the down arrow and select the geographical area(s) in which you are interested in working, or leave blank if interested in all areas.

Notify Job by Email: Check this box if you would like to receive e-mail notifications when positions are announced.

Email Address: Enter your e-mail address to receive e-mail notifications of position announcements.

Desired Transfer Locations: If there are certain locations where you would prefer to work, click on the "ADD NEW" link and add those schools.

Grade Level(s) desired: Put a check in the box of the grade levels and/or Special Education areas you are interested in.

Comments: Enter any comments that you would like Principals to be able to view.

Notifying Principals of Interest in Specific Job Openings

The instructions outlined above enable you to provide a general notice to Principals that you are interested in transferring to another location. If there is a specific opening for which you are interested in applying, you may also notify the Principal at that location of your interest in that specific position. This may be done by either of the methods outlined below:

1. Create a Transfer Application

    - Log in to the "Careers @ Davis" page as described above.

    - Click on the "Job Openings" tab in the upper right hand corner. This

will show you all the jobs that are currently open. Look for teaching positions that are location specific and that indicate *'For Current Employees Only'*.

- If there is a teaching position for which you are interested in applying, click on the 'Detail/Apply' button.

- You will then see a button at the bottom of the page that says "Create Transfer Application". By clicking this button, you will be placed on the Principal's list of candidates to be considered for the position.

2. Contact the Principal Directly

You may contact the Principal directly, either by e-mail or telephone, and express your interest in being considered for the specific opening being filled at his or her school. Before making contact with the principal, be sure that you have activated a "Teacher Transfer Request", as outlined in the instructions above.