

# TRANSFER GUIDELINES

## **EMPLOYEE TRANSFERS**

All District transfer requests may be turned in at any time. Even though an employee requests a transfer, a transfer is not automatically guaranteed. All transfer requests will be approved in the best interest of the District.

All employee-initiated transfer requests:

- Must be made on the Tuloso-Midway “**Request for Employee Transfer**” form.
- Must be signed by the present supervisor,
- Must include a letter of recommendation from the principal
- Must be submitted to the Director of Staff Services and **not to the individual principals** of the campus where the employee is requesting a transfer to.
- Must be approved by the sending supervisor, the receiving supervisor, and the Director of Staff Services
- **The final decision on all transfer requests is the Superintendent of the Schools**

### **NOTE:**

**All campuses must notify personnel of any internal changes of personnel within campus immediately for coding purposes.**

Supervisor / Administrative initiated transfers

- A supervisor must fill out the Administrative initiated transfer form
- Must be submitted even when you are moving a teacher from one grade level to another or if you are giving them a different subject assignment.
- Submit the form to the Director of Staff Services.



*Empowering educators to unlock student potential*

## REQUEST FOR EMPLOYEE TRANSFER

<b>Employee Name</b>	<b>Years at TMISD</b>
<b>Present Campus</b>	<b>Years at Present Campus</b> _____
<b>Information on Current Assignment</b>  <b>Grade</b>  <b>Subject/Assignment</b>	
<b>Information on the Desired transfer</b>  <b>Campus</b>  <b>Grade</b>  <b>Subject/Assignment</b>	<b>List all areas for which you hold a valid Teaching Certificate for:</b>
<b>Reason for Transfer Request</b>	
<b>Employee Signature</b>	<b>Date</b>
<b>Present Supervisor's Signature</b> <input type="checkbox"/> <b>Approve</b> <b>Disapprove</b> <input type="checkbox"/>	
<b>Receiving Supervisor's Signature</b> <input type="checkbox"/> <b>Approve</b> <b>Disapprove</b> <input type="checkbox"/>	
<b>Director of Staff Services</b> <input type="checkbox"/> <b>Approve</b> <b>Disapprove</b> <input type="checkbox"/>	

## SUPERVISOR/ADMINISTRATIVE INITIATED TRANSFER FORM

<b>Employee Name</b>	<b>Present Campus</b>
<b>Social Security Number</b>	
<b>Information on Current Assignment</b>  <b>Grade</b> <b>Subject/Assignment</b>	
<b>Information for which transfer is being made</b>  <b>Campus</b>  <b>Grade:</b> <b>Subject/Assignment</b>	
<b>Reason for Transfer</b>	
<div style="display: flex; justify-content: space-between;"> <span><b>Present Supervisor's Signature</b></span> <span><input type="checkbox"/> <b>Approve</b>      <b>Disapprove</b> <input type="checkbox"/></span> </div>	
<div style="display: flex; justify-content: space-between;"> <span><b>Receiving Supervisor's Signature</b></span> <span><input type="checkbox"/> <b>Approve</b>      <b>Disapprove</b> <input type="checkbox"/></span> </div>	
<div style="display: flex; justify-content: space-between;"> <span><b>Director of Staff Services</b></span> <span><input type="checkbox"/> <b>Approve</b>      <b>Disapprove</b> <input type="checkbox"/></span> </div>	