



La Porte Independent School District

2023-2024 Voluntary Transfer Request

Classroom Teacher/Other Professional Staff

Clear Entire Form

La Porte ISD provides a voluntary transfer process for employees who meet the following criteria:

Classroom Teachers:

- Successfully completed one year on a term contract with LPISD
- Meet the standard of "Proficient" or above on all Domains of the Teacher Evaluation and Support System (T-TESS); must be evaluated on your current campus for three years

Other Professional Staff:

- Successfully completed one year on a term contract with LPISD (if applicable to current assignment)
- Completed three years of service with LPISD, to include the year for which the request is made
- Must have a satisfactory or above on your performance evaluation; must be evaluated by your current campus/department for three years

Voluntary Transfer Request process

- a. Voluntary Transfer Request to be submitted to Human Resources beginning **March 27 to May 12, 2023**.
- b. Employee required to complete on-line application.
- c. Human Resources will notify Principals of voluntary transfer requests as they are received.
- d. Principals will contact employees requesting a transfer and schedule interviews based upon their campus needs.
- e. Approving Principals to submit transfer recommendation(s) to Human Resources prior to **June 1**.
- f. Human Resources will process the transfer upon confirmation of the vacancy and verification of appropriate certification.
- g. Affected parties will be notified by **July 6** prior to the school year for which the request is made. Personnel not notified in writing by the Human Resources Office in reference to their request should remain in their current assignment.

PLEASE NOTE THAT FILLING OUT THIS FORM IS A REQUEST AND DOES NOT GUARANTEE A TRANSFER.

Name _____	Employee # _____
Address _____	Telephone # _____
Present Campus & Assignment _____	
Degree(s): _____ Bachelor's _____ Master's _____ Doctorate	
Areas of Certification _____	
Hire Date _____	Years of Experience: _____ LPISD _____ Other
Extra/Co-Curricular Interests _____	
List the <u>name</u> of the school(s) where you request to transfer and in no particular order of preference.	
SCHOOL(S)	POSITION (GRADE/SUBJECT) DESIRED
_____	_____
_____	_____

Principal/Administrator Signature _____	Date _____
Teacher/Professional Staff Signature _____	Date _____

This section for Human Resources Use Only	
Transfer Request Form received in Human Resources: Date _____	Received by _____