



# **DUNELAND**

## **SCHOOL CORPORATION**

### **Voluntary Teacher Transfer Request Form**

Name: \_\_\_\_\_ Current School: \_\_\_\_\_

Current Assignment: \_\_\_\_\_ Years in Current Assignment: \_\_\_\_\_

Years in Current School: \_\_\_\_\_ Years With DSC: \_\_\_\_\_

Area(s) of Licensure: \_\_\_\_\_

Preferred Grade Level/Subject: \_\_\_\_\_

Preferred Building (Check all that Apply):

- |  |  |                                  |                              |                               |
|--|--|----------------------------------|------------------------------|-------------------------------|
| <input type="checkbox"/> Bailly                      | <input type="checkbox"/> Brummitt                        | <input type="checkbox"/> Jackson | <input type="checkbox"/> LES | <input type="checkbox"/> Yost |
| <input type="checkbox"/> Liberty Intermediate School | <input type="checkbox"/> Westchester Intermediate School |                                  |                              |                               |
| <input type="checkbox"/> Chesterton Middle School    |  |                                  |                              |                               |
| <input type="checkbox"/> Chesterton High School      |  |                                  |                              |                               |

I have read and understand the transfer process outlined below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Eligibility for Voluntary Transfers**

All teachers employed by the Duneland School Corporation shall have the right to request a transfer from one school to another with the following exceptions:

- Teachers who have received a voluntary transfer during the preceding two (2) school years
- Teachers with less than two (2) years' experience within the Duneland School Corporation
- Teachers with a non-permanent type teaching license (Emergency Permit, Transition to Teacher Permit, etc.)
- Teachers who have received a rating of "Needs Improvement" or "Ineffective" in any of the preceding three (3) school years
- Teachers who are under a current Performance Improvement Plan (PIP).

Forms may be submitted any time after January 1<sup>st</sup>. Requests may be made for one or more sites for which the requestor is qualified. The Director of Human Resources will compile a list of all transfer requests. Requests will be sorted by schools requested and will be forwarded to the principal when a vacancy occurs. All requests will be treated confidentially, with no notification of the transfer request being sent to the teacher's current principal until the time an interview is scheduled.

Principals receiving transfer requests will establish contact with the qualified teacher(s) when a vacancy occurs (prior to June 1<sup>st</sup>). Interviews/conversations will be conducted with the teacher(s) requesting a transfer. If a teacher from the transfer list is selected as the top candidate, the principal shall contact the teacher's current principal for a reference prior to submitting the recommendation for employment/transfer. External applicants may be interviewed concurrently with internal teachers and hired for all vacancies. Principals have the authority to accept the transfer of any internal teacher or hire an external applicant as a result of the interview process.

**\*\*\* Please return completed form to the Director of Human Resources\*\*\***