



# Wharton Independent School District

## Open Transfer Request Form

Open Transfer Period: Monday April 1, 2024, ends Friday, April 12, 2024, by 4:30 P.M.

### SECTION 1: Completed by Employee

Employee Name: \_\_\_\_\_

#### I AM REQUESTING THE FOLLOWING TRANSFER:

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

Position Title: \_\_\_\_\_

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

Position Title: \_\_\_\_\_

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

1. Hold a valid teacher certificate in the requested subject and grade level area vacancy
2. Must not be recommended for Non-Renewal of contract
3. Performance at a level that "meets expectations" in the current assignment as evidenced by the most recent teacher appraisal
4. Must be rated "Progressing" or "Proficient" or better in all Domains of your most recent T-Tess Observation or Summative appraisal.
5. Must not be on a Prescriptive Plan for Assistance (PPA)
6. Other performance measures may be reviewed at the discretion of the receiving principal

***My signature confirms that I meet the above criteria and I understand that I can only accept one transfer during the 2024-2025 Open Teacher Transfer Period.***

Employee Signature: \_\_\_\_\_

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

*Submit your signed form to the receiving principal by April 12, 2024.*

### SECTION 2: Completed by RECEIVING Principal Only

Request transferee to teach subject/level: \_\_\_\_\_

I confirm that the position listed is open, vacant, and available to support an open transfer for the 2024-2025 year. I understand that if the position is not open and available before making the offer, **the transfer will be denied.**

If this position was filled for the 2023-2024 school year, please explain the status of the current incumbent:

Incumbent (name) \_\_\_\_\_

transferred to \_\_\_\_\_

(Campus)

Resigned or Retired

Non-Renewed

New Position

Principal's Signature

Date

*Scan and email the completed form to [hr@whartonisd.net](mailto:hr@whartonisd.net) by 4:30pm April 19, 2024.*