


Licensed Staff Members,

This is a friendly reminder that all transfer requests must be submitted by March 1, 2026

Per our Licensed Professional Agreement–***Voluntary Transfers Between Buildings***

*A voluntary transfer between buildings is one that is initiated and requested by the employee. Unit members may submit a written transfer request for the following year to the Human Resources Department by **March 1**. The District shall consider transfer requests and notify unit members by May 1. When an opening occurs after May 1, the District will consider unit members with a pending transfer request prior to filling the position. Transfer requests expire August 15. No hires from outside the bargaining unit, including interns, will take place until all in-District transfer requests have been considered, except in the case of hard-to-fill positions. Hard-to-fill positions are those for which there are no in-district transfer requests. Temporary employees are not eligible for voluntary transfer, but may be considered for vacancies pursuant to this article.*

This is your annual opportunity to **request consideration for a voluntary transfer** to another school or assignment, as well as instructions for **requesting a leave of absence, and decreased or increased FTE**. The Google Document links provide you access to the required forms. Once you have filled out the document and hit “send” it will be submitted to HR. Remember that part of the process is informing your supervising administrator of your request.

- Click on the link [2026-27 SY Licensed Transfer Request Form](#) to submit a request.
- **Leave of Absence** - For a partial or full leave of absence for the 2026-27 school year - [CLICK HERE](#)
- **Licensed Request to Permanently Change FTE** - [CLICK HERE](#)
-  **General Transfer Info & FAQs**

If you are requesting a transfer, please be prepared with the following:

- The names of the schools you would like to request (up to 5)
- Current Licensure (can be found at [TSPC Educator Look Up](#))
- Reason for requesting transfer and how this connects with your long-term goals as an educator
- What are your strengths?
- Top 3 professional goals for the next 5 years
- Allow 15-20 minutes to complete the form

Please note that for your transfer to be considered, it must be received by HR no later than **March 1, 2026**. If you have further questions about this process, please let us know.

If you have specific individual questions, I am happy to answer them via an email or we can set up a time for a phone call if you prefer.