

To: All Tenured Teachers
Subject: Voluntary Tenured Teacher Transfer Process

The **Voluntary Tenured Teacher Transfer** process for the next school year will begin soon. **This process only pertains to teachers currently employed in certified positions that have attained tenure.**

Please Note: The deadline for voluntary transfer is June 30, 2024. The voluntary transfer period ends on this day, and a principal's release will be required for any transfer submitted after this date.

Tenured Teachers seeking transfer for the upcoming school year may apply online for voluntary transfer from March 1st - March 31st.

Applying for voluntary transfer is a 2-step process:

STEP 1 - Update your online Transfer Application

STEP 2 - Apply to a Voluntary Tenured Teacher Transfer job advertisement

Both steps of the application process must be completed by the deadline of March 31st, 2023.

Below you will find valuable information regarding this process.

- **Voluntary Tenured Teacher Job Advertisements:** There will be three (3) advertisements posted online for application - one each for Elementary Schools, Middle Schools, and High Schools. These advertisements will be posted and available for application from March 1st – March 31st.
- **Application:** Tenured teachers interested in applying for transfer must update his/her online Transfer Application and use this application to apply to the appropriate job posting prior to the application deadline of March 31st. *To login to your Transfer Application [CLICK HERE](#).*
- **Certification:** You must be appropriately certified at the grade level of the transfer job posting to which you apply. Appropriate grade level certifications for each job advertisement are as follows:
 - Elementary Posting – certification in grades P-3, K-6, or P-12
 - Middle School Posting* – certification in grades 4-8, 6-12, or P-12
 - High School Posting – certification in grades 6-12 or P-12

*Teachers certified in Elementary grades K-6 may apply to the Middle School job advertisement; however, transfer to a Middle School while holding only a K-6 certification requires approval by the assigned Personnel Administrator and the Human Resources Executive Manager.

**Teachers who hold multiple certifications and/or certifications across extended grade levels may apply to multiple Voluntary Tenured Teacher Transfer job advertisements.

- **Interview:** There is no restriction on the number of schools to which you can seek transfer; however, it is your responsibility to make your interest in transferring to a particular school known to that school and request an interview. Principals have discretion in granting interviews based on the needs of his/her school.
- **Transfer:** You must be selected by the principal of a school and recommended to Human Resources for transfer. Current tenured teachers are eligible to be transferred to only one school and, after accepting the one school transfer, are not eligible to accept any other transfer offer during this school term. A transfer is not guaranteed, and Human Resources retains the right to reject a transfer for programmatic reasons.

VOLUNTARY TENURED TEACHER TRANSFER

Email Notification to Teachers

- **Tenured Teachers who do not apply for transfer during the March application period:** If a tenured teacher fails to apply for transfer during the voluntary transfer application period, he/she may still be allowed to transfer with a release from his/her current principal.

Information and instructions specifically for teachers related to the Voluntary Tenured Teacher Transfer process can be found on the Human Resources webpage or by [CLICKING HERE](#). Should you still have questions after reviewing all the Voluntary Tenured Teacher Transfer information, you can contact Nicole Russo at enrusso@mcpss.com or 221-4555.

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