

## **VOLUNTARY TENURED TEACHER TRANSFER**

Email Notification to Principals

**To:** All Principals  
**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 who have attained tenure.

**Please Note:** The deadline for requesting a tenured teacher for transfer to your school is June 30, 2025. 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 1<sup>st</sup> – March 31<sup>st</sup>.**

Applying for voluntary transfer is a 2-step process:

**STEP 1 – Create/Update your online 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 31<sup>st</sup>, 2025.**

Below you will find valuable information about this process.

- **Notification to Teachers:** The Division of Human Resources will communicate directly with teachers about the voluntary transfer process.
- **Applications:** Job Advertisements for Voluntary Tenured Teacher Transfer will be posted online. There will be three (3) advertisements posted - one each for Elementary Schools, Middle Schools, and High Schools. These advertisements will be available for teacher application from March 1<sup>st</sup> – March 31<sup>st</sup>. Teachers must complete an online application and apply to the appropriate job posting before the application deadline of March 31<sup>st</sup>. We have had some issues with teachers only creating/updating their application and not using the application to apply to the posted Voluntary Tenured Teacher Transfer job advertisement within the application period. They must complete both steps.
- **Eligibility:** Human Resources will screen applicants to the job advertisements to verify eligibility for transfer. This screening will take place simultaneously with the March application period and should be completed no later than April 5<sup>th</sup>. Human Resources will screen applicants to the Voluntary Tenured Teacher Transfer job advertisements based on the following criteria:
  - Full-time certified teacher
  - Currently tenured
  - Appropriate certification for job posting
  - Complete application
- **NOTE ON MIDDLE SCHOOLS:** Teachers who only hold a K-6 certificate may apply to the Middle Schools job advertisement; however, he/she will not be automatically cleared for voluntary transfer to a middle school. An additional review of the specific position and certification will be conducted if the teacher is requested for transfer to a middle school.
- **Principal Review of Applicants:** Principals will have online access to view applicants to the Voluntary Tenured Teacher Transfer job advertisements beginning March 1<sup>st</sup>. By reviewing the applicants online

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through the job advertisement appropriate for your school's grade level, you will be able to see teachers eligible for transfer, his/her contact information, current work location, assignment, and certification. You can also see the teachers assigned to your school who have applied online for voluntary transfer.

- **Interview:** Eligible teachers can seek transfer to any school for which they hold proper certification. The teacher is responsible for contacting the school directly to express interest and request an interview. You have the discretion to grant interviews based on the needs of your school.
- **Request to Hire:** If you select an applicant for voluntary transfer to fill a vacancy at your school, you will submit the recommendation to Human Resources online through a Request to Hire. You should confirm with the employee his/her desire for placement at your school before submitting the request. The Request to Hire for voluntary transfer is only accessible through the appropriate Voluntary Tenured Teacher Transfer job posting. Once you have completed the Request to Hire, you will submit it electronically to your Personnel Administrator. **The deadline for submitting a request for a voluntary transfer is June 30th.** No requests for voluntary transfers will be accepted after this date without an agreement by the current principal to release the employee.
- **Tenured Teachers who do not apply for transfer during the March application period:** If a tenured teacher does not apply for transfer during the voluntary transfer application period, they are not eligible for voluntary transfer. The employee may still be allowed to transfer with a release from his/her current principal.

Detailed information specifically for principals related to the Voluntary Tenured Teacher Transfer process can be found on the Human Resources webpage by [CLICKING HERE](#). You should get all the information you need by visiting the link provided. You may also contact your assigned Personnel Administrator for further assistance. They will be happy to assist you.

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