

DONNA INDEPENDENT SCHOOL DISTRICT

TRANSFER REQUEST PROCEDURES 2021-2022

1. Transfer forms will be available online beginning on **Monday, May 24, 2021 through Friday, May 28, 2021.**
2. *Teachers seeking for a transfer may only do so only after they have completed their **second school year** in their current campus of assignment.*
3. Employees requesting a transfer must fill out all required information on the transfer form in order for a transfer to be considered.
4. Proper qualifications, including certification in the area of assignment will be required for any transfer. Employees will **not** be granted a transfer to a different campus/position if they are not certified or already on a permit or probationary certificate in the area they are requesting. **Professional Employees on an extended Probationary Contract or are on a professional growth plan, are not eligible to submit a transfer request.**
5. Requester must submit the completed form to the Human Resources Office no later than Friday, **May 28, 2021.**
 - Completed includes: Employee Information, Transfer Request Information, and Verification sections are filled.
6. Principal will receive transfer list and screen potential candidates. Principal may choose to schedule interview with potential transfer candidate.
7. **Last day for transfer approvals is on June 11, 2021 –NO EXCEPTIONS.**
8. Once given final approval by Human Resources, a letter indicating that the transfer has been approved will be sent to the employee, to the sending principal/supervisor and to the receiving principal/supervisor.

Principals/Supervisors are not to send, receive, assign, or schedule transfers until you are notified by Human Resources department in writing.

DONNA ISD TRANSFER REQUEST FORM Professional Personnel

⇒ Transfer requests will be accepted from May 24-28, 2021.

⇒ Submit the completed form to the Human Resources Department.

EMPLOYEE INFORMATION:

Name: _____ ID : _____

Home Address: _____

Home phone number: _____ Cell number _____

Current assignment (campus, subject, grade level): _____

Certification (subject, grade level): _____

Professional training and experience: _____

TRANSFER REQUEST INFORMATION:

Reason for request: _____

Specific assignment requested:

	Campus/Department	Subject, grade level, position
First Choice		
Second Choice		
Third Choice		

VERIFICATION:

Employee signature: _____ Date: _____

Sending Principal/Supervisor signature: _____ Date: _____

Signature of sending Principal/Supervisor does not constitute an approved transfer.

Receiving Principal/Supervisor signature: _____ Date: _____

Receiving Principal/Supervisor may sign if an approved vacancy is available.

For office use only:

Denied

Approved Campus: _____ Subject, grade-level _____

Signature of Asst. Supt. for Human Resources: _____

DONNA ISD TRANSFER REQUEST FORM Paraprofessional Personnel

- ⇒ Transfer requests will be accepted from May 24-28, 2021.
- ⇒ Submit the completed form to the Human Resources Department.

EMPLOYEE INFORMATION:

Name: _____ ID or SS#: _____
 Home Address: _____
 Home phone number: _____ Cell number _____
 Current assignment (campus, subject, grade level): _____

 Training and experience: _____

TRANSFER REQUEST INFORMATION:

Reason for request: _____

Specific assignment requested:

	Campus/Department	Subject, grade level, position
First Choice		
Second Choice		
Third Choice		

VERIFICATION:

Employee signature: _____ Date: _____

Sending Principal/Supervisor signature: _____ Date: _____

Signature of sending Principal/Supervisor does not constitute an approved transfer.

Receiving Principal/Supervisor signature: _____ Date: _____

Receiving Principal/Supervisor may sign if an approved vacancy is available.

For office use only:

- Denied
 Approved Campus: _____ Grade Level _____

Signature of Asst. Supt. for Human Resources: _____