

ABSS EMPLOYEE TRANSFER REQUEST FORM FOR 2017-2018

Employee's Name: _____ Phone Number: _____

Current Assignment: _____ Current School: _____

Desired Location(s) and Assignment: _____

Licensure Areas (if applicable): _____

Reason for Request (*for HR use only*): _____

Transfer Timeline:

- Employees may submit a Transfer Request Form to Human Resources between March 16 - April 30.
- Principals begin considering transfer candidates for posted vacancies for 2017-18 beginning April 1.
- Last day for principal to recommend internal candidate and candidate accept transfer is June 30.
- Last day for principal to recommend candidate from year-round school and candidate to accept transfer is June 15.
- Regardless of possible specialized schools for 2017-18, follow same process/timeline for transfers.

Administrative Procedures for Transfer Request:

Step One - Complete and sign the request form and discuss/review request with current principal/supervisor. After principal/supervisor signs transfer request form, it is the employee's responsibility to submit the completed/signed form to Human Resources by **April 30, 2017**.

Step Two - Monitor the ABSS Vacancy List via the ABSS website and send an email to the principal(s) where you wish to be considered for posted vacancies, stating your interest in the specific position and including a letter of interest and updated resume. (*Note: It will likely be late April/early May before we begin posting vacancies for 2017-18.*)

Step Three - In addition to submitting the transfer request form, employees must also apply online for a specific/posted vacancy using the Internal Applicant/Transfer Process. By mid-April, we will setup a link on the ABSS Vacancy List to accept applications for vacancy postings from internal applicants. Once vacancies for 2017-18 are posted, select the position(s) for which you would like to be considered and click "Apply".

Please Note:

- Employees that want to be considered for a lateral transfer must submit the completed/signed form to Human Resources by April 30 to be considered for any possible/future vacancies. A list of employees submitting the form by the deadline will be shared with principals/supervisors beginning April 1 and updated through April 30.
- Interim employees, temporary employees (including 1-year temporary assistants and temporary contract employees), and part-time employees (including rehired retirees) are not eligible for transfers since they are employed for a designated period of time. These employees may seek positions for the 2017-18 school-year by submitting an online application (not internal) and contacting the principal/supervisor regarding the posted vacancy.
- Transfer requests will be given consideration by principals/supervisors when an employee has applied online and sent an email (including letter of interest and resume) to the principal/supervisor for a specific vacancy. However, the employee requesting a transfer must be interviewed and selected by the principal/supervisor as the recommended candidate and the offer for transfer must be accepted from Human Resources no later than June 30 (if transferring from year-round school, deadline is June 15).
- Submitting a transfer form and contacting the principal/supervisor regarding interest in a specific posted position only guarantees that the request will be considered as supervisors schedule interviews. It does not guarantee that the candidate will be selected for an interview or that the transfer will be granted.
- Initially licensed teachers are strongly encouraged to complete the Beginning Teacher Support Program before considering a transfer.
- Employees interested in transferring to another level (elementary/middle/high) must pursue licensure requirements in advance to be highly qualified for the core academic area.

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Employees are reminded to complete/submit one of these forms by April 30 even if they do currently not want a transfer but they think they might like to request a transfer as additional vacancies are posted for 2017-18 (before June 15 for year-round school employees and before June 30 for traditional school employees). ***Placing your name on the transfer list does not mean you have to pursue a transfer, it just allows you the official approval to do so if you choose to seek one.***

Some examples of situations for submitting an Employee Transfer Request Form (for lateral transfers) are listed below:

- Teacher is seeking another teaching position at another ABSS site for 2017-18.
- Teacher is seeking an academic coach position at another ABSS site for 2017-18.
- Media specialist is seeking another media specialist position at another ABSS site for 2017-18.
- Teacher assistant is seeking another teacher assistant position at another site for 2017-18.
- Academic coach is seeking a teaching position at another ABSS site for 2017-18.
- Data manager is seeking another data manager position at another ABSS site for 2017-18.
- Counselor is seeking another school counselor position at another ABSS site for 2017-18.

SIGNATURES REQUIRED BY EMPLOYEE AND PRINCIPAL/SUPERVISOR:

I have read and understand the *Administrative Procedures for Transfer Request* outlined above. I have discussed and reviewed this request with my principal/supervisor.

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

*** Note: After principal/supervisor signs the transfer request form, it is the employee's responsibility to submit the completed/signed form to Human Resources by April 30, 2017.

FOR HUMAN RESOURCES USE ONLY:

Date Received by Human Resources: _____ HR Initial: _____

Received by April 30 Deadline: **YES** **NO** HR Initial: _____

Eligible for Consideration for Lateral Transfer: **YES** **NO** HR Initial: _____

- If no, list reason: _____

Executive Director of Human Resource's Signature/Date: _____

Date Email Sent to Employee Regarding Transfer Form Received/Eligible for Consideration: _____

Date Added to 2017-18 Employee Transfer Request Spreadsheet: _____

Additional Information: