



TO: Principals
FROM: Loretta J. Thompson Martin
RE: Classroom Teacher Voluntary Transfer Process
DATE: February 11, 2019

Classroom teachers who meet the following criteria may complete a Voluntary Transfer Request Form. This process does not guarantee or infer that a transfer will occur.

1. Minimum of two complete years of experience in Longview ISD at the time the voluntary transfer is requested;
2. No T-TESS scores less than proficient on last appraisal; and
3. Not on a growth plan as determined by campus principal or administrator.

This packet includes a bulletin to post in a prominent place where teachers can see it, employee action forms, and transfer request forms for your building secretary to give to teachers requesting them.

These forms are for teachers only. Other employees (counselors, librarians, nurses, paraprofessionals, etc.) should apply when there are postings listed on the district website and apply for the position(s) on the new FAST TRACK application process. Please assist us in making teachers aware of the transfer process and timeline by campus announcements, faculty, department or team meetings.

The Voluntary Transfer Request forms must be received from February 18th through March 25th, 2019.

Principals will receive copies of transfer forms on a weekly basis. Principals are requested to grant interviews only to those teachers whose names appear on the transfer list. Only the receiving principal must complete the employee action form.

Human Resources staff will process transfers upon confirmation of vacancies and verification of appropriate certification. All parties (recommended teacher, current and receiving principals) will be notified by June 15, 2019. Personnel not notified in writing by Human Resources are to remain in their current assignment.

Enclosures

cc: Dr. James Wilcox
Dr. Jody Clements
Mr. Horace Williams



LONGVIEW INDEPENDENT SCHOOL DISTRICT

TEACHER VOLUNTARY REQUEST FOR TRANSFER DK (R)

RATIONALE

The fundamental reason for transfer of a teacher from one school to another shall be for improvement of District's instructional program. Term contract teachers shall be considered eligible for transfer only after one year or more in a particular school. Teachers who receive a "Below Expectations" or "Unsatisfactory" rating on any domain of the most recent teacher evaluation are not eligible for voluntary transfer and can only be transferred administratively.

To request a transfer, a teacher must complete the District's Request for Transfer Form and submit it to his or her immediate supervisor.

A maximum of 20 percent of the present teaching staff of a campus shall be allowed to transfer.

APPLYING FOR TRANSFER

The procedure for requesting a transfer is as follows:

1. An employee may request a transfer by using the District's Request for Transfer form available from building supervisors or the Human Resources Department by April 4th.
2. The current campus principal/supervisor must acknowledge the employee's request for transfer before it shall be considered by any campus. The principal's signature is for notification purposes only, not for permission to transfer.
3. The Request for Transfer form shall be submitted to the Director of Human Resources.
4. The Human Resources Department shall then submit a copy of the Request for Transfer form to the various campus principal(s)/supervisor(s) where the employee has requested to be transferred.
5. Following a personal interview, the campus principal(s)/supervisor(s) shall then approve or disapprove the employee's request for transfer by completing the Request for Transfer form and returning it to the Director of Human Resources. The campus principal shall ensure transferring employees hold the appropriate certification for the new assignment, as applicable.
6. The Human Resources Department shall then notify the employee, the employee's current principal or supervisor, and the principal at the new assignment that the transfer request has been approved.

7. All requests must be processed and approved by June 11th. The Director of Human Resources shall notify the employee requesting a transfer as to disposition of application for transfer by this date.

The Superintendent shall be responsible for the final decision on an application for transfer. In arriving at a decision, the Superintendent shall be guided by the following:

1. Instructional staff needs of the District.
2. Contribution to students that the staff member could make in the new position.
3. Qualifications of the staff member compared to outside candidates both for the position to be vacated and for the position to be filled.
4. Opportunity for professional growth.
5. Preference of the staff member regarding assignment or transfer.
6. Recommendations of the principal or the immediate supervisors involved.
7. Effect the transfer will have on the instructional program in the school where the employee is currently assigned.
8. Effect the transfer will have on the instructional program in the receiving school.

LONGVIEW INDEPENDENT SCHOOL DISTRICT



NOTIFICATION OF **VOLUNTARY TEACHER** TRANSFER REQUEST PROCESS

TIMELINE FOR SUBMITTING REQUEST
February 18th through March 25th, 2019

FOR MORE INFORMATION AND FORMS
CONTACT YOUR CAMPUS ADMINISTRATOR

SUBMIT THE COMPLETED FORM
to the HUMAN RESOURCES DEPARTMENT

DEADLINE – March 25, 2019

**Counselors, Librarians, Nurses, and Paraprofessionals
should apply when there are postings online and
apply through the "NEW" Fast Track application process**

LONGVIEW INDEPENDENT SCHOOL DISTRICT VOLUNTARY TRANSFER REQUEST FORM

The Longview Independent School District provides a voluntary transfer process for classroom teachers as described in Regulation "DK."

CONTACT INFORMATION	TEACHER'S NAME		DATE OF REQUEST	
	ADDRESS		TYPE OF CERTIFICATE	AREA (S) OF CERTIFICATION
	CITY	STATE	ZIP CODE	PHONE NUMBER
JOB-RELATED INFORMATION	CURRENT CAMPUS		CURRENT ASSIGNMENT	
	HIGHEST DEGREE		YEARS EMPLOYED IN LONGVIEW SCHOOL DISTRICT	
	I HAVE NO T-TESS SCORES LESS THAN PROFICIENT YES NO		I AM ON A GROWTH PLAN YES NO	EXTRA/CO-CURRICULAR INTERESTS:
SCHOOLS/ ASSIGNMENT REQUESTED	LIST THE SCHOOL (S) REQUESTED (IN ORDER OF PREFERENCE)			
	1. 2. 3.			
ASSIGNMENT/POSITION REQUESTED (GRADE/SUBJECT)				

ACKNOWLEDGEMENT

TEACHER REQUESTING TRANSFER

CURRENT PRINCIPAL'S SIGNATURE

To be completed by current supervisor:

Number of employee absences during current school year (or previous employment year): _____

Number of absences that exceeded allowable state (5) and local (5) days: _____

To the best of my knowledge, this employee is in good standing with the District, and in compliance with District policies and procedures.
 _____ Yes _____ No

Is this employee on an improvement plan? _____ Yes _____ No

I would rehire this person if given the opportunity. _____ Yes _____ No

Signature: _____ Date: _____

HUMAN RESOURCES OFFICE USE

PROCESSING	DATE RECEIVED BY HUMAN RESOURCES DEPARTMENT		EMPLOYEE ELIGIBLE UNDER CRITERIA _____ YES _____ NO	
	DATE REQUEST DISSEMINATED TO REQUESTED CAMPUSES:			
APPROVAL/ DISAPPROVAL	DATE OF APPROVAL/DISAPPROVAL		APPROVAL – ASSISTANT SUPERINTENDENT HUMAN RESOURCES	
	REASSIGNMENT: NAME OF SCHOOL _____			
	ASSIGNMENT _____			
PAY GRADE		DUTY DAYS	SUPPLEMENTS	

