

LA JOYA INDEPENDENT SCHOOL DISTRICT  
Office of Human Resources

**2010-2011 Reassignment / Transfers Procedure Timeline for**

**Open Transfers Procedures**

**May 9<sup>th</sup> - May 20<sup>th</sup>**

Open Transfer Requests will be accepted at the Office of Human Resources with recommendation / approval of receiving principal. A vacancy must exist at the campus. This open transfer deadline applies to **ALL** employees.

**May 23<sup>rd</sup> - June 10<sup>th</sup>**

Transfer Request will need approval of both principals (receiving and current). A vacancy must be available at the campus. This applies to **ALL** employees.