

# LA JOYA INDEPENDENT SCHOOL DISTRICT

Office of Human Resources

## *Request for Transfer Procedures*

### Professional Employee:

Professional employees may contact the Office of Human Resources or their campus to obtain and complete an Employee Transfer Request Form. All forms must be submitted to the Office of Human Resources for distribution to the appropriate campus.

REQUEST FOR TRANSFERS FOR THE UPCOMING SCHOOL YEAR MUST BE SUBMITTED TO THE OFFICE OF HUMAN RESOURCES FROM MARCH 30 THROUGH MAY 15, 2009.

Request for transfers meeting this deadline do not need the approval of current principal; however, receiving principals must approve all transfers to their campus by June 24, 2009. The receiving principals may schedule an optional interview before a request is approved.

Transfer requests received between May 18 – June 24, 2009 must have the approval of the current principal and receiving principal prior to submission and final approval of the request.

- \* *Even-though we have an open transfer process all efforts will be made to keep stability at each campus. **Therefore, more than one transfer per grade level will need to be reviewed by the Office of Human Resources before final approval.***
- \* *Number of transfers allowed to a new campus will be determined by staff allocations and projections.*

### Para-professional and Auxiliary Employees:

Employees may request a transfer to the same position in another department/campus if an opening occurs. A Request for Transfer Form must be completed by the employee at the time a vacancy is advertised. Employees should contact the Office of Human Resources to complete and fill out an Employee Transfer Request Form by the deadline listed on the vacancy notice.

The principal or supervisor may schedule an optional interview before a request is approved.

**Note: All transfers must be submitted to Migdalia Lopez Rm #A00 located at La Joya Accelerated Center**

*A. Uresti*

Revised  
03/23/2009