

**SALEM CITY PUBLIC SCHOOLS**

**TEACHER TRANSFER REQUEST**

*Directions: Voluntary teacher transfer requests shall be completed and returned to the Personnel Office on or before March 1. See opposite side of page for conditions and procedural details.*

**SECTION I (Fill out each line)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Current School \_\_\_\_\_

Present Teaching Assignment \_\_\_\_\_

Teaching Endorsements \_\_\_\_\_

**SECTION II**

On the lines below, list the school(s) to which you wish to transfer (**limit is three**) and the assignment you desire.

	<b>School</b>	<b>Assignment</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____

**SECTION III (Optional)**

Reasons for transfer requests are optional. If you want to supply reasons, please use the space below; attach an additional page if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that only teaching personnel currently employed under the terms of a continuing contract are eligible to submit transfer requests.

## TEACHER TRANSFER REQUEST

Teachers with continuing contract status may request a transfer of assignment from one school to another within his or her current area of teaching endorsement. The term "teacher" refers to any employee who holds a valid Virginia teaching license and is placed on the teacher salary scale.

### Conditions

1. Only teaching personnel currently employed under the terms of a continuing contract are eligible to submit transfer requests. The teacher must have served at least one year under continuing contract status before he/she is eligible to request voluntary transfer.
2. All transfer requests shall be submitted and considered on an annual basis.
3. Teachers requesting voluntary transfer will be granted interview(s) with the principal(s) of the school(s) to which they have requested transfer if vacancies for which the teachers are qualified exist or are anticipated. The reason for the transfer may be listed on the transfer request form; however, the teacher is not required to give a reason.
4. A teacher may submit a transfer request for a maximum of three schools. A request for an elementary assignment may be indicated as primary (K-3) and/or upper (4, 5).
5. The teacher who has requested a transfer may call the Personnel Office to make inquiry about posted vacancies. Vacancy announcements will be posted in all schools and in the central office. The term "vacancy announcement" refers only to teaching positions as defined above.
6. During the transfer process, principals of the schools involved shall communicate with one another for purpose of discussing the transfer request. Directors or other appropriate personnel may be involved in decisions concerning the transfer.
7. When a vacancy occurs, the teacher transfer will be granted or denied based on the interviews and on other factors such as training, experience, length of service in Salem City Schools, evaluations, licensure, administrative needs, recommendation, extenuating or unusual circumstances and/or other appropriate criteria.
8. A change of assignment within an individual school is the responsibility of the principal and is not affected by the voluntary teacher transfer policy. Teachers seeking a reassignment within their currently assigned school should initiate requests with their principal.

### Procedures

1. Teachers requesting transfer should submit annually the teacher transfer request form, available from the Personnel Office. The completed form must be returned to the Personnel Office on or before March 1.
2. After the March 1 deadline, under unusual circumstances, transfer requests may be submitted on the teacher transfer request form for the Superintendent's consideration.
3. The Personnel Office will contact teachers and principals to notify them to arrange interviews. If necessary, teachers will be responsible for setting up interviews with the principals involved.
4. Interviews will generally be conducted between March 1 and March 31 of the current school year.
5. Upon completion of all interviews, principals will communicate any transfer recommendations to the Personnel Office. Upon receipt of principals' recommendations, transfer requests will be acted upon (approved or denied). Written notification will be provided to the teacher no later than June 1.
6. Once a teacher has been voluntarily transferred to the individual school of his/her choice, such assignment shall remain in effect for a period of not less than two years unless earlier transfer is directed by the Superintendent.

Adopted: November 14, 2000

Revised: March 11, 2008

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-293, 22.1-297

Cross Ref.: CBA, Qualifications and Duties of Superintendent  
GCI, Assignment and Reassignment of Professional Staff