



Lateral Transfer Process

I. Certified Employees (Teachers)

A. Eligibility

To be eligible for a lateral transfer, teachers must be completing, at a minimum, their second consecutive school-year at their current location, must have a proficient or exemplary evaluation for the most recent school year, and must not have a required Professional Learning/Remediation plan. The two-year requirement may be waived for qualified teachers who are requesting a transfer from a school that is making adequate progress to a school with a state or District designation and for teachers who were transferred the previous year during the allocation leveling process.

B. Transfer Procedures and Timelines

1. Eligible teachers who want to transfer to a new location must submit a request by using the provided Microsoft form.
2. Human Resources will verify the eligibility of each teacher submitting a request. This verification will involve the current principal.
3. Human Resources will send a list to principals of all eligible teachers seeking a transfer to their school.
4. Teachers must submit a letter of interest and a copy of their resume to all schools where they want to be considered prior to the announced deadline.
5. Teachers who have requested a transfer will be considered for any vacancy for which they are qualified, along with other qualified candidates, up to the announced deadline.
6. Principals who wish to fill a vacancy with a transfer applicant must contact the current principal prior to the announced deadline and request a reference.
7. Upon receiving the required reference, principals will notify Human Resources of their intent to hire the teacher. Human Resources will review the recommendation, and if approved, will notify the teacher, the previous principal, and the new principal.
8. Teachers may not circumvent these procedures by resigning and reapplying with the intent of obtaining a teaching assignment at another school.

*Consideration for lateral transfers outside of the established window will be considered for positions where waiver teachers are not allowed, such as PEC, ESOL or EIP positions.



II. Classified Employees

A. Eligibility

Non-supervisory classified employees are eligible for a voluntary transfer to a lateral position at a new location if they have served a minimum of two years in their current assignment and have a satisfactory evaluation for the most recent school year.

B. Transfer Procedures and Timelines

1. Eligible classified employees who want to transfer to a lateral position at a new location must submit a request by using the provided Microsoft form.
2. Human Resources will verify the eligibility of each classified employee submitting a request. This verification will involve the current principal.
3. Human Resources will send a list to principals of all eligible classified employees seeking a transfer to their school.
4. Employees must submit a letter of interest and a copy of their resume to all schools where they want to be considered prior to the announced deadline.
5. Employees requesting transfers will be considered for any positions for which they are qualified, along with other qualified applicants.
6. Transfers ordinarily will be granted at the start of the school year but may be considered during the school year if circumstances warrant.
7. Principals who wish to fill a vacancy with a transfer applicant must contact the current principal prior to the announced deadline and request a reference.
8. Upon receiving the required reference, the principal will notify Human Resources of their intent to hire the classified employee. Human Resources will review the recommendation, and if approved, will notify the employee, the previous principal, and the new principal.