

# 2016/17 Transfer 101

## Meeting Notes & FAQ

### **BEFORE filling out the Transfer request:**

- Do some research; what kind of community would you like to teach in? What programs are you interested in? Are there after-school clubs that you are interested in? etc.
- Gather your documents: License with endorsements, answers to required questions from request form (see Kona's email)
- Notify your current Administrator of your plans

### **What do I do after I request my transfer?**

- email the Principal(s) of schools you're requesting to be transferred to; you might invite him/her to watch you teach

### **FAQs**

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**Should I talk to my Principal?** YES!!! Open communication is best! Principals at other schools will want to talk to your Principal about you and your teaching abilities. You don't want your Principal to be surprised that you are looking at other locations.

**If I request a transfer, am I more likely to be INVOLUNTARILY TRANSFERRED?** Absolutely NOT! We are only looking at your requested schools during the process.

**If I'm offered a transfer, do I need to accept it?** Yes, if you are offered the transfer you requested, we would expect that you would accept it.

**When does my transfer request expire?** August 15th, per your contract.

**Does my contract level change when I make a transfer?** No, if you are a contract teacher and transfer from one school to another, you remain at that same contract level. You do not move to a Probationary level just because you have made a transfer.

**Are Leaves available for reasons other than medical and/or parental?** It would depend on the needs of the District and the reason for the leave being requested. In this time of teacher

shortages, it is a great burden on the District to provide consistent instruction when many leaves are granted.

**Ultimately, who decides a teacher's assignment?** Hillsboro School District has the right of assignment. That being said, HSD considers many factors when deciding where to place teachers, including the teacher's input.

**Do all teachers have an equal chance of getting their requested voluntary transfer?** No, teachers on a Program of Assistance or who have serious performance issues will most likely not have a voluntary transfer request approved.

**What considerations are made when placing staff?** Openings, lay-offs, teacher skillset and experience, and licensure to name a few. Principals, Directors and HR all have opportunities to weigh in on the process when considering your transfer request.

**What if a job I want and/or requested is posted after the Transfer Process? May I apply for that job?** Yes! Keep your resume and three letters of reference, one from your current Administrator, up to date if you think this might be an option for you. Those items are required for both internal and external applicants.

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