

2023 Teacher Transfer Timeline

Timeline:

- Begin Transfer Process on Monday, May 1st
 - Day 1 - Round 1 Opens with Posting of Openings
 - Day 2 - Last Day for Bargaining Unit Members to Request a Transfer
 - Days 3-5 - Principal Contact Unit Members Regarding Transfer Request
 - Day 6 - Last Day for Principals to Notify Human Resources of Decision
 - Day 7 - District Prepares New List of Openings
 - Day 8 - Round 2 Opens with Posting of All Vacancies
 - Each Round will follow the same timeline procedures (Round 4 – 6 days)
- Human Resources will notify unit members of the Principal's decision prior to subsequent round posting.
Human Resources will notify unit members within two days of the Principal's decision during round 4

ROUND 1

Date	Action
May 1 (Mon)	Round 1 opens with posting of all vacancies
May 2 (Tues)	Last day for unit members to request transfer (by 4:00 PM)
May 3-5 (Wed-Fri)	Principal contact unit members regarding transfer request
May 8 (Mon)	Last day for principals to notify Human Resources of decision

Date	Action
May 9 (Tues)	District prepares new list of openings for round 2
	Human Resources will notify unit members prior to Round 2 Posting

ROUND 2

Date	Action
May 10 (Wed)	Round 2 opens with posting of all vacancies
May 11 (Thurs)	Last day for unit members to request transfer (by 4:00 PM)
May 12-16 (Fri-Tues)	Principal contact unit members regarding transfer request
May 17 (Wed)	Last day for principals to notify Human Resources of decision

Date	Action
May 18 (Thurs)	District prepares new list of openings for Round 3
	Human Resources will notify unit members prior to Round 3 Posting

ROUND 3

Date	Action
May 19 (Fri)	Round 3 opens with posting of all vacancies
May 22 (Mon)	Last day for unit members to request transfer (by 4:00 PM)
May 23-25 (Tues-Thurs)	Principal contact unit members regarding transfer request
May 26 (Fri)	Last day for principals to notify Human Resources of decision

Date	Action
May 30 (Tues)	District prepares new list of openings for Round 4
	Human Resources will notify unit members prior to Round 4 Posting

ROUND 4

Date	Action
May 31 (Wed)	Round 4 opens with posting of all vacancies
June 1 (Thurs)	Last day for unit members to request transfer (by 4:00 PM)
June 5-7 (Mon-Wed)	Principal contact unit members regarding transfer request
June 8 (Thurs)	Last day for principals to notify Human Resources of decision
June 9 (Fri)	Human Resources will notify unit members by June 9th