

TEACHER TRANSFER REQUEST
Administrative Guidelines

Only teaching personnel with continuing contract status may request voluntary transfer. Voluntary teaching transfer is defined as a teacher moving from one school to another within his or her current areas of teaching endorsements. The term "teacher" refers to any employee who holds a valid Virginia teaching certificate and is placed on the teacher salary scale.

Conditions

The following conditions will apply to voluntary teacher transfer requests:

1. Teachers requesting voluntary transfer will be guaranteed interview(s) with the principal(s) of the school(s) to which they have requested transfer. Such interviews will be held before the end of the current school year. These interviews are guaranteed even though vacancies may not exist or be anticipated.
2. 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). A teacher will not have to specify a grade level.
3. No voluntary transfer action will be taken after the last teacher workday of the current school year except as acted upon by the Superintendent.
4. Transfer requests can be submitted only by teaching personnel with continuing status.
5. All transfer requests shall be submitted and considered on an annual basis and acted upon between April 15 and the last teacher workday of the current year.
6. A teacher who has requested a transfer may call the Personnel Department to make inquiry about posted positions and to confirm if the vacancy occurred at a school where he/she had been interviewed.
7. Vacancy announcements will continue to be posted in all schools and in the central office. The term "vacancy announcement" refers only to teaching positions as defined above.

8. During the transfer process, principals of the schools involved shall communicate for purposes of discussing the transfer request. Instructional Supervisors/ Coordinators or other appropriate personnel may be involved in decisions concerning the transfer.
9. A teacher can request a transfer for any reason and receive a guaranteed interview. The reason for transfer may be listed on the transfer form; however, the teacher is not required to give a reason.
10. Transfers within an individual school are the responsibility of the principal and are not affected by the voluntary teacher transfer policy.
11. 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 Charles City County, evaluations, certification, administrative needs, recommendation and/or other extenuating or unusual circumstances. Specific written reason(s) for denial of transfer shall be given to the applicant.
12. The transfer procedure will be applicable to grievance under the State Grievance Procedure.

Procedure

The procedure for applying for a voluntary transfer is:

1. Teachers requesting transfer should submit annually the teacher transfer request form, available from the Personnel Office. The completed form will be returned to the Personnel Department on or before April 15.
2. After the April 15 deadline, under unusual circumstances, transfer requests may be submitted on the teacher transfer request form for the Superintendent's consideration.
3. Following April 15, the Personnel Department will contact teachers and principals to notify them to arrange interviews. Teachers will be responsible for setting up interviews with the principals involved.
4. All interviews will be conducted between April 15 and the last day of the current school year.

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5. Upon completion of all interviews, but no longer than one week following the close of school, principals will submit transfer recommendations on the prescribed form to the Personnel Office. Upon receipt of principals' recommendations, transfer requests will be acted upon (approved or disapproved) between April 15 and the last teacher workday of the current year.
6. If the transfer is denied, specific written reason(s) will be given to the applicant no later than June 30.
7. 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 Administration.

Adopted: