

2021 Teacher Transfer Timeline

Timeline:

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

ROUND 1

| Date | Action |
|-----------------------------------|---|
| June 8 (Tues) | Round 1 opens with posting of all vacancies |
| June 9 (Wed) | Last day for unit members to request transfer (by 4:00 PM) |
| June 10 – June 11 (Thurs, Fri) | Principal contact unit members regarding transfer request |
| June 11 (Thurs) | Last day for principals to notify Human Resources of decision |

| Date | Action |
|---------------|--|
| June 14 (Mon) | District prepares new list of openings for round 2 |
| | Human Resources will notify unit members prior to Round 2 Posting |

ROUND 2

| Date | Action |
|-----------------------------------|---|
| June 15 (Tues) | Round 2 opens with posting of all vacancies |
| June 16 (Wed) | Last day for unit members to request transfer (by 4:00 PM) |
| June 17 – June 18 (Thurs, Fri) | Principal contact unit members regarding transfer request |
| June 18 (Fri) | Last day for principals to notify Human Resources of decision |

| Date | Action |
|---------------|--|
| June 21 (Mon) | District prepares new list of openings for Round 3 |
| | Human Resources will notify unit members prior to Round 3 Posting |

ROUND 3

| Date | Action |
|---------------------------------|---|
| June 22 (Tues) | Round 3 opens with posting of all vacancies |
| June 23 (Wed) | Last day for unit members to request transfer (by 4:00 PM) |
| June 24- Jun 25 (Thurs, Fri) | Principal contact unit members regarding transfer request |
| June 25 (Fri) | Last day for principals to notify Human Resources of decision |

| Date | Action |
|---------------|--|
| June 28 (Mon) | District prepares new list of openings for Round 4 |
| | Human Resources will notify unit members prior to Round 4 Posting |

ROUND 4

| Date | Action |
|---------------------------------|---|
| June 29 (Tues) | Round 4 opens with posting of all vacancies |
| June 30 (Wed) | Last day for unit members to request transfer (by 4:00 PM) |
| July 1 – July 2 (Thurs, Fri) | Principal contact unit members regarding transfer request |
| July 2 (Fri) | Last day for principals to notify Human Resources of decision |
| July 6 (Tues) | Human Resources will notify unit members by July 6 |