

2024 Teacher Transfer Timeline

Timeline:

- Begin Transfer Process on Monday, April 29th
 - 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
April 29 (Mon)	Round 1 opens with posting of all vacancies
April 30 (Tue)	Last day for unit members to request transfer (by 4:00 PM)
May 1-3 (Wed-Fri)	Principal contact unit members regarding transfer request
May 6 (Mon)	Last day for principals to notify Human Resources of decision

Date	Action
May 7 (Tue)	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 8 (Wed)	Round 2 opens with posting of all vacancies
May 9 (Thurs)	Last day for unit members to request transfer (by 4:00 PM)
May 10-14 (Fri-Tues)	Principal contact unit members regarding transfer request
May 15 (Wed)	Last day for principals to notify Human Resources of decision

Date	Action
May 16 (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 17 (Fri)	Round 3 opens with posting of all vacancies
May 20 (Mon)	Last day for unit members to request transfer (by 4:00 PM)
May 21-23 (Tues-Thurs)	Principal contact unit members regarding transfer request
May 24 (Fri)	Last day for principals to notify Human Resources of decision

Date	Action
May 28 (Tue)	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 29 (Wed)	Round 4 opens with posting of all vacancies
May 30 (Thurs)	Last day for unit members to request transfer (by 4:00 PM)
May 31- June 4 (Fri-Tues)	Principal contact unit members regarding transfer request
June 5 (Wed)	Last day for principals to notify Human Resources of decision
June 6 (Thurs)	Human Resources will notify unit members by June 6th

