

THE SCHOOL DISTRICT OF PHILADELPHIA  
OFFICE OF HUMAN RESOURCES  
**TEACHER REQUEST FOR TRANSFER**

Last Name	First Name	M.I.	Employee ID Number	Date of Application
Address			School or Division	Grade/Subject Taught
City	State	Zip Code	Home Phone	Please indicate ethnicity and gender <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Latino <input type="checkbox"/> Other <input type="checkbox"/> Male <input type="checkbox"/> Female

**CAREFULLY READ THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS APPLICATION**

■ After carefully reading the directions on the reverse side of this application, I hereby make application for voluntary transfer for school year beginning \_\_\_\_\_, 20\_\_\_\_. I understand that my transfer must be received by Professional Staff during the period of February 1st through May 1st. My purpose in asking for this transfer is:

- (Check one box only)
- Basic Transfer Policy
- Preferential Right to Return
- Right to Follow Class

**SCHOOLS REQUESTED**

(You may list up to ten schools in order of preference)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

■ My signature indicates that I have read and understand the instructions on the reverse side of this form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

■ I certify that the above employee has currently been rated by me as:     Satisfactory     Unsatisfactory

Signature of Principal or Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Organization: \_\_\_\_\_ List: \_\_\_\_\_ Assignment Code: \_\_\_\_\_

System: \_\_\_\_\_ Score: \_\_\_\_\_

Transfer Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION:    Office of Human Resources  
                          Professional Staffing Division

## INSTRUCTIONS

1. You must have two years of building seniority to request a voluntary transfer.
2. You must have received a satisfactory rating in the rating period prior to your request.
3. Your transfer request **must** be signed by your Principal/Administrator.
4. All transfer requests must be received by Professional Staffing between February 1st and May 1st.
5. Transfers submitted at any other time will not be accepted.
6. The submission of this request will supersede and invalidate all previous transfer requests.
7. Transfer requests cannot be altered. A new request must be submitted to amend any requested school.
8. Applicants are not privileged to decline a transfer granted in accordance with this request. **Persons wishing to withdraw a transfer request must do so in writing prior to approval of the transfer.**
9. A teacher requesting a voluntary transfer may list up to but no more than ten (10) choices of named schools in order of preference.
10. Requests for specific grade or roster assignments cannot be assured.
11. Transfers are granted on the basis of school (location) seniority. School seniority is calculated from the effective date of appointment, or last voluntary transfer, or last classification change due to an examination.
12. A preferential right to return must be filed within one year of the date of the initial transfer. Such transfer must be renewed by May 1 of each succeeding year. If such request is not renewed each year, the right to return becomes invalid. The request is then considered as a voluntary transfer.
13. If a request is for a right to return, list only the school to which you have a right to return. File a separate request for any school for which you desire a voluntary transfer.
14. A right to follow a class can be requested only when all or part of the student body is moving to a different school.
15. If you file a right to return or a right to follow request and you file a voluntary transfer request, such a voluntary transfer will remain valid even if your other request is granted. If your right to return or right to follow request is granted, and you do not wish your voluntary transfer to be considered, then the voluntary transfer must be withdrawn, in writing, before it is honored.
16. Teachers appointed as teacher of Early Childhood or Teacher of Elementary Education with Early Childhood Certificate may request a voluntary transfer to a Parent Cooperative Nursery, PreK Headstart, Kindergarten, or Elementary grade position by specifying such request on the transfer form.
17. Teachers appointed as teacher of Early Childhood or Elementary Education with elementary certification may request a voluntary transfer to a Kindergarten or Elementary grade position by specifying such request on the transfer form.
18. If you applied for site selection and are selected, your voluntary transfer and/or right to return will remain valid unless you rescind the request in writing prior to approval of the transfer.
19. Any teacher transferring to an Out of Experience Balance school shall retain his/her building seniority.