



Licensed Transfer Request

- Elementary
Secondary

School(s) and position(s) for which you are making this application (Must be advertised)
School _____ Position _____
School _____ Position _____
School _____ Position _____
School _____ Position _____
School _____ Position _____
School _____ Position _____

Name _____ Cell Phone _____
E-mail _____ Home Phone _____
School _____ Work Phone _____
Home Address _____ City _____ Zip _____
Current Subjects/Grade Level _____ Full Time _____ Part Time _____
Total Years Experience _____ Total Jordan _____ Total School _____
College Major _____ Minor _____
Endorsements as shown on your license: _____
What extra-curricular assignment(s) would you be capable of and willing to accept? _____
Reason for requesting a transfer: _____

PLEASE CHECK BOX IF YOU ARE SPECIAL EDUCATION

Employee Signature _____ Date _____
Principal Signature _____ Date _____

Request will not be accepted without the principal's (or designee) signature.

Note: If you would like the principal to have your resume, you may send it directly to the principal via District mail or take copies with you to the scheduled interview. If you have questions, please call 567-8221 (elementary) or 567-8227 (secondary).

Advertisements:

Jordan School District Web Site

Advertisements of school openings for the next school year are posted on the Jordan School District Web site www.jordandistrict.org, and will be held open for five working days beginning April 1 and continuing through June 1. Transfer requests will be accepted until ten working days prior to New Teacher Induction.

Procedure:

Jordan School District teachers applying for **advertised** positions should complete a Licensed Transfer Request form. The form must be signed by the principal or designee, or a representative in Human Resources if the administration is not available, and must be submitted, along with a resume, no later than 4:00 p.m. on the day the position closes. After a teacher has submitted one transfer form, requests for transfer to additional openings can be accomplished by calling the Department of Human Resources no later than 4:00 p.m. on the day the position closes. Information from the first transfer request will be forwarded to the other schools upon the request of the teacher, providing the call is received before the deadline. Teachers selected for interview will be contacted by the principal.

Summer Openings

Positions that become available during the summer are filled as quickly as possible. If you are interested in a summer transfer, contact the Department of Human Resources as soon as positions are posted.

A master list of teachers who have applied for transfer is sent to the school. The school will arrange for interviews of transfer and new candidates. After receiving authorization from the Department of Human Resources, the principal may extend a verbal offer to the selected candidate. Principals will notify those who have interviewed, but were not selected, in a timely fashion.

Why does a transfer request require the principal's signature?

Teachers are required to obtain their principal's signature on their initial transfer request in order to inform the principal that the teacher may be leaving. The principal needs this information for future staffing plans. It is also a common courtesy. If the principal is not available, a representative from Human Resources can sign the form.

When I submit a transfer request, do I lose the teaching position at my school?

Your teaching position is not declared vacant until you accept a transfer.

How do I know if the principal received my transfer request?

Call the Department of Human Resources and ask when your transfer request was sent. Please keep in mind that an interview is not guaranteed. By policy, the principal is required to interview two qualified transfer candidates if they are available.

I want to transfer, but I'm afraid my principal will be angry.

A principal doesn't expect you to stay at the same school forever. Be honest with your principal and let him/her know that you'd like a change. It may be good to make changes periodically.

Do I submit a new request each time an opening for which I would like to be considered is advertised on the Jordan School District Web site?

Once you have submitted a transfer request, Human Resources will forward future requests to other positions for which you desire consideration. You need only call Human Resources and make the request before the deadline.

What should I do if I have been interviewed for a position and have not been notified if I have been selected? Should I continue to apply for other advertised positions?

After a principal has reached a decision and the teacher who was selected has accepted the position, other interviewees will be notified by the principal. At that time you will be able to apply for other positions. As positions are closed they will be deleted from the Web site.