

## 2022 Teacher Transfer Timeline

### Timeline:

- Begin Transfer Process on Monday, May 9th
  - 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
May 9 (Mon)	Round 1 opens with posting of all vacancies
May 10 (Tues)	Last day for unit members to request transfer (by 4:00 PM)
May 11-13 (Wed-Fri)	Principal contact unit members regarding transfer request
May 16 (Mon)	Last day for principals to notify Human Resources of decision

Date	Action
May 17 (Tues)	District prepares new list of openings for round 2
	<b>Human Resources will notify unit members prior to Round 2 Posting</b>

### **ROUND 2**

Date	Action
May 18 (Wed)	Round 2 opens with posting of all vacancies
May 19 (Thurs)	Last day for unit members to request transfer (by 4:00 PM)
May 20-24 (Fri-Tues)	Principal contact unit members regarding transfer request
May 25 (Wed)	Last day for principals to notify Human Resources of decision

Date	Action
May 26 (Thurs)	District prepares new list of openings for Round 3
	<b>Human Resources will notify unit members prior to Round 3 Posting</b>

### **ROUND 3**

Date	Action
May 27 (Fri)	Round 3 opens with posting of all vacancies
May 31 (Tues)	Last day for unit members to request transfer (by 4:00 PM)
June 1 - 3 (Wed-Fri)	Principal contact unit members regarding transfer request
June 6 (Mon)	Last day for principals to notify Human Resources of decision

Date	Action
June 7 (Tues)	District prepares new list of openings for Round 4
	<b>Human Resources will notify unit members prior to Round 4 Posting</b>

### **ROUND 4**

Date	Action
June 7 (Tues)	Round 4 opens with posting of all vacancies
June 8 (Wed)	Last day for unit members to request transfer (by 4:00 PM)
June 8 – 9 (Wed-Thurs)	Principal contact unit members regarding transfer request
June 10 (Fri)	Last day for principals to notify Human Resources of decision
June 13 (Mon)	<b>Human Resources will notify unit members by June 10</b>