



Weslaco Independent School District

Voluntary Teacher Transfer Process 2020 – 2021 School Year



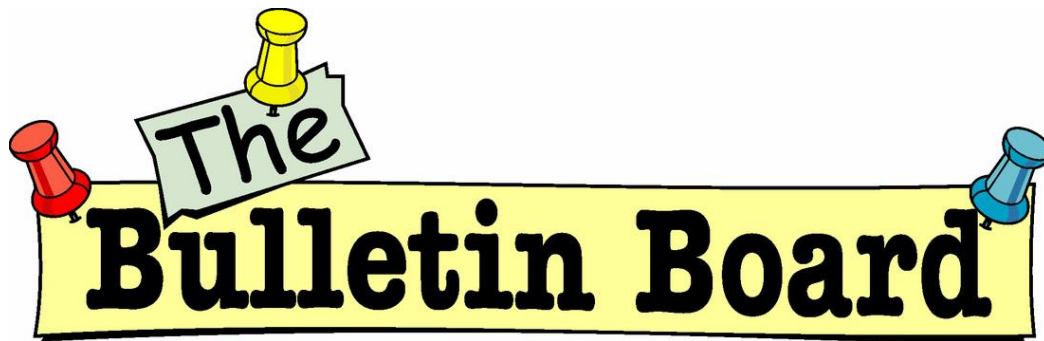
Dr. Priscilla Canales
Superintendent of Schools

TIMELINE

Wednesday, March 11, 2020	Voluntary Teacher Transfer Request Packet distributed to Principals.
March 11, 2020 - April 15, 2020	The Voluntary Teacher Transfer Request Form with Instructions will be made available at the Campus Principal's office, the Human Resources Department (located at 319 W. 4 th), and can be accessed via the internet at: www.wisd.us (Select Human Resources on the Departments drop down menu).
Wednesday, April 15, 2020	Voluntary Teacher Transfer Request Forms are due in the Human Resources Department by 5:00 pm.
Monday, April 20, 2020	Master list of teachers requesting in-district transfers will be provided to Principals.
TBD	Recommendations by principals are due. The Human Resources Department will notify teachers of transfer status for the 2020-2021 school year.

AN EQUAL OPPORTUNITY EMPLOYER

Weslaco ISD considers applications for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.



IMPORTANT ANNOUNCEMENT FOR TEACHERS

The Weslaco Independent School District Human Resources Department
is announcing the

VOLUNTARY TEACHER TRANSFER PROCESS for the 2020 – 2021 School Year

Transfer Request Forms will be accepted

March 11, 2020 thru April 15, 2020

Request forms can be accessed via the internet at www.wisd.us
(Select Human Resources on the Departments drop down menu)

**Packets are also available at all WISD Schools
& the Human Resources Department located at
319 West 4th Street**



All Transfer Requests Forms are due in the
Human Resources Department
by **Wednesday, April 15, 2020**
5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER

Weslaco ISD considers applications for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.



Weslaco Independent School District

Voluntary Teacher Transfer Request Form for the 2020-2021 School Year



Name: _____

SSN #: _____

Home Address: _____

Cell Phone #: _____

City: _____

Home Phone #: _____

Current Campus: _____

Current Teaching Assignment: _____

LIST TEACHING CERTIFICATION AREAS

Elementary: _____

Secondary: _____

Area(s) of Specialization: _____

Teaching Field(s): _____

A REQUEST FOR TRANSFER DOES NOT GUARANTEE A SELECTION, INTERVIEW, OR CHANGE OF ASSIGNMENT

Please indicate your 1st, 2nd, and 3rd choice of campus(es) that you wish to request a voluntary transfer to. *As a professional courtesy it is recommended to seek the signature of your current principal, but it is not required. (See Attached Instructions)*

ELEMENTARY SCHOOLS PRE K – 5th

_____	Airport Elementary	Grade Level: _____
_____	A.N. (Tony) Rico Elementary	Grade Level: _____
_____	Cleckler-Heald Elementary	Grade Level: _____
_____	Dr. R. E. Margo Elementary	Grade Level: _____
_____	Justice Raul Gonzalez Elementary	Grade Level: _____
_____	Memorial Elementary	Grade Level: _____
_____	North Bridge Elementary	Grade Level: _____
_____	PFC Mario Ybarra Elementary	Grade Level: _____
_____	Rodolfo Silva Elementary	Grade Level: _____
_____	Sam Houston Elementary	Grade Level: _____
_____	Early Learning Foundation (ELF)	Grade Level: _____ Pre-K (3 year olds)

MIDDLE SCHOOLS 6th, 7th, & 8th

_____	B. Garza M.S.	Teaching Field: _____
_____	Central M.S.	Teaching Field: _____
_____	Cuellar M.S.	Teaching Field: _____
_____	Mary Hoge M.S.	Teaching Field: _____

HIGH SCHOOLS

_____	Weslaco High School	Teaching Field: _____
_____	Weslaco East High School	Teaching Field: _____
_____	South Palm Gardens	Teaching Field: _____
_____	Early College High School	Teaching Field: _____

ALTERNATIVE CAMPUS

_____	Horton AEP	Teaching Field: _____
-------	------------	-----------------------

REASON(S) FOR REQUEST: _____

Teacher's Signature _____

Date _____

Principal's Signature _____

Date _____

Deadline: Wednesday, April 15, 2020



2020-2021 School Year Voluntary Teacher Transfer Process

Instructions

1. The Human Resources Department will start accepting the “Voluntary Teacher Transfer Request Form”, beginning **Wednesday, March 11, 2020**. Transfer request packets are available at all campuses, the Human Resources Department (located at 319 W. 4th Street), or can be accessed via internet on the Weslaco ISD webpage [www.wisd.us] (Select Human Resources on the Departments drop down menu).
2. Transfers will be considered for one or both of the following reasons:
 - a. Desire to teach another subject for which he or she is certified
 - b. Desire to teach at another grade level for which he or she is certified
3. Teachers requesting a transfer must hold the appropriate certification(s). **No permits will be allowed.**
4. Teachers must complete and return the “**Voluntary Teacher Transfer Request Form**” to the Human Resources Department by **5:00 pm on Wednesday, April 15, 2020**.
5. It is not necessary to contact the principal of the school for which you are requesting a transfer to. A request for transfer **DOES NOT** guarantee a selection, interview, change of assignment, and/or change of location.
6. As a professional courtesy, it is recommended to seek the signature of your current principal; however, it is not required.
7. Voluntary teacher transfer requests will not be considered until all surplus teachers (if any) have been reassigned.

AN EQUAL OPPORTUNITY EMPLOYER

Weslaco ISD considers applications for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.