



DONNA

INDEPENDENT SCHOOL DISTRICT

Donna ISD Transfer Request Procedures

1. Transfer forms will be available online beginning on **Monday, May 10, 2021 through Friday, May 21, 2021.**
2. Employees requesting a transfer must fill out all required information on the transfer form in order for a transfer to be considered.
3. Proper qualifications, including certification in the area of assignment will be required for any transfer. Employees will **not** be granted a transfer to a different campus/position if they are not certified or already on a permit or probationary certificate in the area they are requesting. **Professional Employees on an extended Probationary Contract and/or considered “Developing” or “Improvement needed” as per T-TESS are not eligible to submit a transfer request.**
4. Requester must submit the completed form to the Human Resources Office no later than Friday, **May 21, 2021.**
 - Completed Form includes: Employee Information, Transfer Request Information, and Verification sections are filled.
5. Once final approval is granted by the Human Resources department, a letter indicating that the transfer has been approved will be distributed to the employee, to the releasing principal/supervisor and to the receiving principal/supervisor.

Principals/Supervisors are not to release, receive, and assign employees, nor schedule transfers until they are notified in writing by Human Resources department.



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Donna ISD Transfer Request Form Professional Personnel

- ⇒ Transfer requests will be accepted from May 10-21, 2021.
- ⇒ Submit the completed form to the Human Resources Department.

EMPLOYEE INFORMATION:

Name: _____ ID or SS#: _____
Home Address: _____
Home phone number: _____ Cell number _____
Current assignment (campus, subject, grade level): _____

Certification (subject, grade level): _____
Professional training and experience: _____

TRANSFER REQUEST INFORMATION:

Reason for request: _____

Specific assignment requested:

	Campus/Department	Subject, grade level, position
First Choice		
Second Choice		
Third Choice		

VERIFICATION:

Employee signature: _____ Date: _____

Releasing Principal/Supervisor signature: _____ Date: _____

Signature of releasing Principal/Supervisor does not constitute an approved transfer.

Receiving Principal/Supervisor signature: _____ Date: _____

Receiving Principal/Supervisor may sign if an approved vacancy is available.

For office use only:

Denied

Approved Campus: _____ Subject, grade-level _____

Signature of Asst. Supt. for Human Resources: _____



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Donna ISD Transfer Request Form Paraprofessional Personnel

- ⇒ Transfer requests will be accepted from May 10 - 21, 2021.
- ⇒ Submit the completed form to the Human Resources Department.

EMPLOYEE INFORMATION:

Name: _____ ID or SS#: _____

Home Address: _____

Home phone number: _____ Cell number _____

Current assignment (campus, subject, grade level): _____

Training and experience: _____

TRANSFER REQUEST INFORMATION:

Reason for request: _____

Specific assignment requested:

	Campus/Department	Subject, grade level, position
First Choice		
Second Choice		
Third Choice		

VERIFICATION:

Employee signature: _____ Date: _____

Sending Principal/Supervisor signature: _____ Date: _____

Signature of sending Principal/Supervisor does not constitute an approved transfer.

Receiving Principal/Supervisor signature: _____ Date: _____

Receiving Principal/Supervisor may sign if an approved vacancy is available.

For office use only:

- Denied
 Approved Campus: _____ Grade Level _____

Signature of Asst. Supt. for Human Resources: _____