



## “Building a Legacy, One Student at a Time”

### DONNA INDEPENDENT SCHOOL DISTRICT TRANSFER REQUEST PROTOCOL **SY 2024-2025**

1. Transfer forms will be available online beginning on **Wednesday March 27, 2024 through Friday, April 5, 2024**. A transfer form must to be submitted to be eligible for transfer consideration. ***Transfer forms will only be accepted during the transfer window period.***
2. Submitting a transfer form will make you eligible for a transfer opportunity up to the closing window that transfers will be allowed – (**closing transfer window JUNE 7, 2024**)
3. **A transfer request is not an automatic guarantee of a transfer.**
4. **NO EXCEPTIONS – ALL TRANSFERS WILL CEASE ON JUNE 7, 2024.**
5. **TEACHERS – LAST DAY TO RESIGN PENALTY FREE – JUNE 28, 2024 (45 DAYS BEFORE THE FIRST DAY OF INSTRUCTION)**
6. **Transfer Eligibility**
  - Teachers must have completed at least 2 years of successful teaching in their current campus.
  - Transfer form must be completely filled and must have current principal signature.
  - Proper qualifications/certifications required for assignment transfer request.
  - **Professional Employees on an extended Probationary Contract or on a professional growth plan, are not eligible to submit a transfer request.**
7. Vacancies will first be filled from surplus list that has been identified based on staffing needs analysis.
8. Once the surplus list has been exhausted, employees on transfer list will be considered for transfer.
9. HR will be reviewing the transfer request and will make assignments where vacancies exist and employment eligibility.

**\*Principals/Supervisors do not to send, receive, assign, or schedule transfers until you are notified by Human Resources department in writing.**



***Goal 4: Focus on Employees & Organizational Excellence!***

**DONNA ISD**  
**TRANSFER REQUEST FORM**  
**Professional Personnel**

⇒ Transfer requests will be accepted from March 27- April 5, 2024

⇒ Submit the completed form to the Human Resources Department.

***EMPLOYEE INFORMATION:***

Name: \_\_\_\_\_ ID : \_\_\_\_\_

Home Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell number \_\_\_\_\_

Current assignment (campus, subject, grade level): \_\_\_\_\_

Certification (subject, grade level): \_\_\_\_\_

***TRANSFER REQUEST INFORMATION:***

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_

Specific assignment requested:

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

***VERIFICATION:***

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sending Principal/Supervisor**

signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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***For office use only:***

Denied

Approved      Campus: \_\_\_\_\_ Subject, grade-level \_\_\_\_\_

Signature of Superintendent or Designee \_\_\_\_\_

**DONNA ISD**  
**TRANSFER REQUEST FORM**  
**Paraprofessional – Auxiliary Personnel**

⇒ Transfer requests will be accepted from March 27- April 5, 2024.

⇒ Submit the completed form to the Human Resources Department.

**EMPLOYEE INFORMATION:**

Name: \_\_\_\_\_ ID \_\_\_\_\_

Home Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell number \_\_\_\_\_

Current assignment (campus, subject, grade level): \_\_\_\_\_

**TRANSFER REQUEST INFORMATION:**

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Specific assignment requested:

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

**VERIFICATION:**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sending Principal/Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**For office use only:**

Denied

Approved      Campus/Dept: \_\_\_\_\_ Grade Level \_\_\_\_\_

Signature of Superintendent or Designee \_\_\_\_\_