



ALVIN ISD

In-District Transfer Requests (Campus Staff)

TIMELINE- 2022-2023

Teacher Transfer (Open)
March 21- June 15

Teacher Transfer
(Approval required):
June 21 - July 1

Paraprofessionals Transfers
(Lateral Positions)
March 21- August 1

ELIGIBILITY

To be eligible for a lateral transfer, employees must meet the following criteria:

- *Meet the certification and or /license requirements and hold the appropriate certification/license in the requested subject-area/position.*
- *Must not be identified for non-renewal at the end of the current school year due to performance*

OTHER TRANSFERS

Employees interested in moving into a position at any campus that would result in a promotion will need to complete a regular Internal Application on Applitrack for the posted position.

The Campus Staff Transfer Request process allows current Alvin ISD Teachers and Paraprofessionals the opportunity to make themselves available for transfer, in the event that positions exist.

The transfer request lets other Campus Administrators know you are interested in being assigned to their campus. As positions on those campuses become available, the campus administrator may offer you the opportunity to interview to transfer to their campus.

During the open transfer period, current principal approval is not required.

OPEN TRANSFER WINDOW

Principals may interview and offer positions to teachers as needed between **Monday, March 21, 2022 and Wednesday, June 15, 2022.**

After June 15, 2022: The receiving Principal must obtain approval from the employee's current Principal to offer the position to an employee.

The transfer period for all lateral teacher transfers will close on **Friday July 1, 2022.**

Paraprofessionals are eligible for lateral transfers through **August 1, 2022.**

HUMAN RESOURCES
ALVIN ISD

HOW TO REQUEST A TRANSFER

If you are interested in transferring into a lateral position on another campus for the 2022-2023 school year, visit the Careers page on ALVIN ISD webpage and click on **Internal Postings** to view the **2022-2023 In-District Transfer Request** application for each campus (see link below).

[SUBMIT A REQUEST HERE](#)

Please note that submission of your application to transfer does not guarantee you an interview and or selection to transfer.

You **must** submit an application for each campus for which you are interested in transferring to. These transfer request applications are posted internal only, so you will need to use the **Internal Postings** link to view all campuses.

You are only submitting the transfer request application to express your interest to transfer to a specific campus, not a specific position. Therefore, you may not see specific postings for each campus at the time you complete the transfer application.

For more information about In-district transfer requests click the link below:

[In-District Transfer Requests-
FREQUENTLY ASKED
QUESTIONS](#)