## **Employee Service Center: Submitting a Transfer Request**



Select the campus(s) that you are interested in • • « transferring into. You can select more than one Jobs in Teacher Transfer Details campus. Once you select your campus scroll to the Special Education PASS Teacher Job Description Personal Records Teacher, Elementary - Bilingual Job Description bottom of the page and click on the "Save Changes" ✓ Teacher, Ele entary - Sp button. ter for Success of Fle na Park El entar en Valley Elementar After you click the "Save Changes" button, you will receive a pop-Notice × box. Click "OK" on the button and then select "Continue". If you have added any new jobs to your application, you MUST select Continue from this page and continue through the application process. The Submit button MUST be selected in order to be considered for any new jobs you have added. 🖒 <u>O</u>k Designate your transfer preferences: Select the • ⊙ 🕢 « Location
Assignment "Location" or Please designate your transfer preference by location or assignment Job Selection ≡ Organizations 4 Records "Assignment" Transfer Details Org ID Org Name Posting ID Cimarron Elementary radio button. 101 Preferences 102 Cloverleaf Elementary Reasons Reorder list by • Galena Park Elementary 104 Personal Records 105 Green Valley Elementary highlighting Submit item and selecting <u>C</u>ontinue 🔄 <u>B</u>ack "Move Up" or "Move Down" as needed. Click "Continue" button. Select the Application Reason that Please select the reason(s) for this transfer request best applies to you, on why you Job Selection Application Reason are requesting a transfer and then Transfer Details ø oser to Home click "Continue".  $\checkmark$ Preferences Grade Level Change Reasons cation Change Personal Records ortunity for Leadership Position Submit ther hilosophical Differences ofessional Growth ansferred <u>C</u>ontinue

Verify your "Certifications" (if any) information is correct in the Certifications tab. If your information is not correct, contact the HRS department. Select "Continue". Program Permit 🕤 🕗 « Certification Endorsement Tests Deficiency Plan Notes If you feel these records need to be updated, please scan and/or attach current records to your application. If necessary, contact HRS. Job Selection Transfer Details **≡** Certifications 0 Records 👻 Personal Records Cert. Type Level Subject Area Issued Expiration Submitted for Approval in Texas State Status Certifications License <u>C</u>ontinue <table-cell-rows> <u>B</u>ack Education History Attachments Verify your "License" (if any) information is correct in the License tab. If your information is not correct, contact the HRS department. Select "Continue". • ~ If you feel these rds need to be updated, please scan and/or att ords to your app ation. If ne ≡ Licenses 0 Records Job Selection License Name Transfer Details Personal Records Continue 🕈 Back Certifications License Education History Attachments Verify your "Education History" (if any) information is correct in the Education History tab. If your information is not correct, contact the HRS department. Select "Continue". If you feel these records need to be updated, please scan and/or attach current records to your application. If necessary, contact HRS. Select a row below to see associated details. Job Selection ≡ Education History 2 Records 👻 Transfer Details Institute Name Degree Earned Major Subject From Date To Date Personal Records Certifications License <u>Continue</u> 🔄 <u>B</u>ack Education History Attachments Submit Use the "Attachments" tab to add documents such as Letter of Interest, Resume, etc. 🕑 🕑 🔍 If you would like to add any attachments, please do so here. (EX: Resume, VITA, Letter of Interest). Job Selection ≡ Attachments 0 Records **Transfer Details** Date Uploaded Name File Type Attachment Type Preferences Reasons ■ <u>A</u>dd <u>View Attachment</u> <u>Delete</u> Personal Records Certifications Con<u>t</u>inue 🥱 <u>B</u>ack Licenses Education History Attachments Submit

Click the " <b>Add</b> " button to locate	If you would like to	add any attachments, plea	ase do so here. (EX: Resume, VITA	, Letter of Interest).
Attachment Type from drandown	= Attachments			
Attachment Type from dropdown.	Name	File Type	Date Uploaded	Attachment Type
Click " <b>OK</b> ".	+ File: Attachme	nt Type: * Letter o	File No file chosen	×
Click the " <b>Submit</b> " button. When you hit the " <b>Submit</b> "		0 0 «		
button, your transfer request has	Job Selection	Job Selection You have reached the end of the employee transfer request proc application.		transfer request process. Please submit your
been received. Your principal at	Transfer Details	Submit		
your campus and the principals at	Preferences Reasons	j 💻		
the compuses that you are	Personal Records	/		
the campuses that you are	Certifications			
requesting to transfer to will	Licenses			
know right way that you have	Attachments	5		
submitted a transfer.	Submit			
Please note: Applying for a Transfer	does not gua	arantee an em	ployee that the t	ransfer will be
	-			