

LA JOYA INDEPENDENT SCHOOL DISTRICT
Office of Human Resources

2017 – 2018 Transfer Procedure Timeline

Transfer Procedures

May 15th – May 26th Open Transfers for all available positions for 2017-2018 School Year

Transfer Request forms* will be accepted at the Office of Human Resources with approval of receiving principal/director. A vacancy must be available at the campus/department. The open transfer applies to **ALL** employees.

- Letters will be delivered via email beginning May 22nd

May 29th – June 8th Transfer Request form* will need approval from both principals and/or directors (receiving & current) and must be submitted to the Office of Human Resources. A vacancy** must be available at the campus/department. This applies to **ALL** employees.

- Letters will be delivered via email beginning June 5th

Official transfer letter from the Office of Human Resources will indicate **final approval** has been granted for the 2017 – 2018 school year.

**Incomplete forms will not be processed.*

***If no vacancy exists, the transfer will be denied.*

