

To: All Tenured Teachers  
RE: Voluntary Tenured Teacher Transfer Process

The **Voluntary Tenured Teacher Transfer** process for the next school year will begin soon. This process only pertains to teachers who are currently employed in certified positions and have attained tenure.

Below you will find important information regarding this process. Please be sure to review all the information provided and follow the instructions carefully.

**STEP 1. Update your online Transfer Application**

**STEP 2. Use your updated online Transfer Application to apply to a Voluntary Tenured Teacher Transfer job advertisement during the month of April.**

***You must complete both steps of the application process by the deadline of April 30, 2021.***

- **Voluntary Tenured Teacher Job Advertisements:** There will be three (3) advertisements posted online for application - one each for Elementary Schools, Middle Schools, and High Schools. These advertisements will be posted and available for application from April 1<sup>st</sup> – April 30<sup>th</sup>.
- **Application:** Tenured teachers interested in applying for transfer must update his/her online Transfer Application **and use this application to apply to the appropriate job posting prior to the application deadline of April 30<sup>th</sup>.** *To login to your Transfer Application [CLICK HERE](#).*

The Internal Application Walkthrough gives instructions for creating/updating your Internal Application and applying to the job advertisement. Be sure that you update your Internal Application with your current school and position as well as any demographic changes. Also, please verify that you have completed all sections of the application and have used your legal name as listed on your social security card. *For the Transfer Application Walkthrough [CLICK HERE](#)*

- **Certification:** You must be appropriately certified at the grade level of the transfer job posting to which you apply. Appropriate grade level certifications for each job advertisement are as follows:
  - Elementary Posting – certification in grades P-3, K-6, or P-12
  - Middle School Posting – certification in grades 4-8, 6-12, or P-12
  - High School Posting – certification in grades 6-12 or P-12

**\*Teachers certified in Elementary grades K-6 may apply to the Middle School job advertisement; however, transfer to a Middle School while holding only a K-6 certification requires approval by the assigned Personnel Administrator and the Human Resources Executive Manager.**

**\*Teachers who hold multiple certifications and/or certifications across extended grade levels may apply to multiple Voluntary Tenured Teacher Transfer job advertisements.**

- **Interview:** There is no restriction on the number of schools to which you can seek transfer; however, it is your responsibility to make your interest in transferring to a particular school known to that school and request an interview. Principals have discretion in granting interviews based on the needs of his/her school.
- **Transfer:** You must be selected by the principal of a school and recommended to Human Resources for transfer. Current tenured teachers are eligible to be transferred to only one school and, after accepting the one school transfer, are not eligible to accept any other transfer offer during this school term. A transfer is not guaranteed and Human Resources retains the right to reject a transfer for programmatic reasons.

Information specifically for teachers related to the Voluntary Tenured Teacher Transfer process can be found on the Human Resources webpage or by clicking [HERE](#). Should you still have questions after reviewing all the Voluntary Tenured Teacher Transfer information, you can contact Aimee McGlon at 251-221-4538 or [amcglon@mcps.com](mailto:amcglon@mcps.com).

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