

## Eligibility Criteria

- Minimum 2 consecutive years of service, in the same position, at current campus as of June 1, 2021\*
- Demonstrated success on T-TESS, or professional evaluation, with no indicators as “Improvement Needed” for the current school year
- Not on a H-1B Visa
- Not received any form of comprehensive memo with directives for the current school year

\* As an exception, an employee may have less than 2 years of service to be eligible for a lateral voluntary transfer if:

- The employee was placed by HR in the assignment on the current campus due to identification of excess.
- The employee is currently on an EDGE or ELC campus

**Transfer Request Window**  
February 12 – March 22 at 4:30 p.m.

**Principals Submit Change Forms**  
February 19 – May 17 at 4:30 p.m.

## Teachers & Instructional Paraprofessionals

- If you are a Teacher or Instructional Paraprofessional interested in a voluntary lateral transfer, please submit your transfer request by 4:30 p.m., March 22, 2021.  
**Submit your transfer request at <https://employeetransfer.fortbendisd.com/>.**  
To access the transfer application, you must be on the District network or VPN- Global Protect remotely.
- Transfers are for lateral moves only. To be considered for a different position, you must complete an application and go through the selection process.
- **Attend Nothing but Networking event during the month of March**
- Campus Leaders will have access to the transfer request list and may contact you for an interview based on campus vacancies.

## Teachers and Professionals in Pool Positions

- Fine Arts Teacher
  - CTE Teacher
  - Campus Administrator, Counselor
  - Librarian, Library Media Specialist
  - Nurse
  - Campus Compliance Coordinator
  - Campus Assessment Coordinator
  - College and Career Readiness Advisor
  - Math Specialist,
  - Math Intervention Teacher
  - Literacy Specialist
  - Dyslexia Teacher
  - ESL Teacher
  - Literacy Intervention Teacher
  - Instructional Coach
  - PE Teacher
  - Action Based Learning Teacher
  - STEM Teacher
  - Parent Educator
  - ARD Facilitator
- Teachers and Professionals currently in a Pool position should NOT complete a transfer request. They must apply to the appropriate posted position by 4:30 p.m. on March 22, 2021.
  - Campus Leaders will have access to the appropriate list of pool candidates and will contact those on the list for an interview. Principals can submit change forms from February 19 – May 17 at 4:30 p.m.

**Submitting a transfer request does not guarantee you will receive a transfer.**