

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**PROFESSIONAL STAFF  
3120.01/page 1 of 1**

## TRANSFER OF PROFESSIONAL INSTRUCTIONAL STAFF MEMBERS

There are times when it becomes necessary to transfer staff members from one position and/or building for a variety of reasons, including and not limited to the following: Class size, number of students, vacancies, budget considerations, needed changes, restructuring, etc. Also, at times, staff members may wish a transfer. The following guideline will be used for professional staff transfers.

- A. The transferring staff member must be DPI licensed and otherwise qualified as determined by the Administrative Council for the transfer position.
- B. Between September 1<sup>st</sup> and June 1<sup>st</sup>, transfer of staff members will occur through administrative decision by the Administrative Council.
- C. Between June 1<sup>st</sup> and August 1<sup>st</sup>, staff members wishing to transfer into a vacant position, will require the completion of an application and the interview process, as outlined in Administrative Guideline 3120, which will determine the results of the transfer request.
- D. After August 1<sup>st</sup>, no transfer requests will be accepted and no transfers will take place except for unusual and extraordinary circumstances as determined by the Superintendent.
- E. Staff members wishing to transfer to another grade level, subject area, or school building must submit a letter of interest by February 1<sup>st</sup>, and the Administrative Council will consider these transfer requests in determining staffing patterns for the ensuing school year.
- F. Since no policy or guideline can cover all aspects, the Superintendent may consider unusual, unique, extraordinary circumstances related to transfers not covered in this guideline and review the circumstances with the Administrative Council for a decision.

### Cross References:

Board Policy 3120 – Employment of Professional Staff  
Administrative Guideline 3120 Hiring Procedures

Approved: 8/18/04  
Revised: 6/13/16