

Queen Creek School District No.95

20740 South Ellsworth Road Queen Creek, Arizona 85242 Phone (480) 987-5935 Fax (480) 987-9714

VOLUNTARY TRANSFER PROCESS PROCEDURES

1. Print out the appropriate Voluntary Transfer Request Form from www.qcUSD.org under For Staff then go to Forms/Links. There will be 2 forms: 1.) Elementary Transfer Request Form for grades K-6. 2.) Secondary Transfer Request Form for grades 7-12. Select the form that is for where you are interested in transferring to.
2. Fill out the form and have it signed by your Principal.
3. Bring or mail the signed Voluntary Transfer Request Form to the Human Resources Office at the District Office.
4. The form **MUST** be received at the District Office by Thursday, May 14th to be considered for a voluntary transfer. **If the form is not received by the due date, than you will not be considered for a voluntary transfer.** The forms will be stamped and dated upon receipt.
5. Potential voluntary transfer positions will be posted at your site beginning Thursday, May 7, 2009. **It is your responsibility to check the postings for updates.**
6. If you are interested in being interviewed for an open position, you are to email your interest in the open position to the site principal. Principals will begin the interview process Friday, May 15th. Principals will be completing the interview process by Friday, May 22nd and all the interviewees will be notified of their voluntary request status by Tuesday, May 26th.

All recommendations will be reviewed by the Superintendent for final approval.

Dr. James D. Murlless, Superintendent of Schools