

Know Your Rights!

For PSRPs

PSRPs can transfer to another school that hires them at any time in the school year. Article 9-6.14 of the Contract states:

Administrative transfers shall be executed promptly by the sending school principal.

For Teachers

Teachers may transfer schools *without* the consent of their current principal PROVIDED the Department of Human Capital receives the administrative transfer request signed by the *receiving* principal **between seventy-five and thirty days prior to the end of the preceding semester** at your current school. That is, they must receive the request with that amount of notice *prior to the end of the school year for a fall transfer or prior to the end of the first semester for a second-semester transfer.*

The policy and procedure governing appointments and assignments for teachers is set forth in the applicable provision of the Rules of the Board of Education and Chicago Public Schools Policy Manual and is also spelled out in Article 42-1 (p. 99) of the Contract.

Remember that Administrative Transfers are subject to Human Capital's approval. If you plan to transfer into another school, make certain that the position is a true vacancy. Check your Administrative Transfer form. If it says you will be a Temporarily Assigned Teacher, then you have not been offered *a true vacancy*. If you accept a position as a Temporarily Assigned Teacher, *you will forfeit your tenure rights!*

What if I miss the deadline?

If you miss the deadline, all is not lost. You simply have to gain your principal's consent. Often, teachers seek to change schools because of friction with their current principal. If that's your situation, your principal may be just as pleased as you are to resolve this friction with a transfer. Call your Field Representative *as soon as possible* to help you sit down with your principal and negotiate the transfer you seek.

Transferring on January 30, 2012

Human Capital must have your Administrative Transfer form **between November 11th and December 28th.**