



## *DCPS 2023-2024 Transfer Requests*

Human Resources is now accepting voluntary transfer applications for employees. **A SharePoint website has been created to help employees better understand the transfer process and eligibility criteria. The link for this site and the transfer timeline are located below.** Please note that transfer applications for all employee groups are completed electronically and submitted via the district's TalentEd application portal. **Please follow the links provided in his document for further and more complete information on the Transfer Process.**

- **SharePoint Site Link:** [All About Employee Transfers](#)
- **TalentEd Application Site**  
**Link:** <https://duvalschools.tedk12.com/hire/index.aspx>
- **Teams Information Sessions Link** – March 24, 2023 8:30 – 9:15 AM and 3:30 - 4:15 PM (same information) – [All About Transfers 23-24](#)

### **Teacher and Paraprofessional Transfer Timeline:**

Human Resources will accept voluntary transfer applications and process transfers for paraprofessionals and teachers (Teachers, Counselors, OT/PT, SLP and Audiologists) during a defined period. The timeline for the 2023-2024 school year is as follows:

- March 1, 2023 – Transfer application window opens.
- May 30, 2023 – Teacher and Paraprofessional transfer applications due.
- June 29, 2023 – Deadline for principals/hiring manager to submit a Binding Transfer Commitment Form.
- **The only transfers allowed beyond June 29, 2023 are for teachers moving from a non-ISI school into an ISI school.**

### **Civil Service and District Employee Groups:**

- **Civil Service** personnel may submit a transfer request and transfer at any time of the year.
- **Social Workers** and **School Psychologists** may submit a transfer year-round. Movement is based on full-time position availability.
- **District-Based Specialists** who desire to return to a school-based position at the end of their calendar year are advised to apply during the teacher transfer application

window.

**Please Note:**

- **Submission of a transfer application does not guarantee a transfer. YOU MUST SECURE YOUR OWN TRANSFER via the interview process.**
  - **Vacancies for the 2023-2024 school year will be posted after the spring budget meetings have concluded in May.**
  - **Only employees who are eligible, meet the minimum requirements of the position and have submitted a transfer application by May 30 will be allowed to transfer.**
  - **Human Resources will provide written notification via email for personnel whose transfer has been approved.**
  - **Employees must wait for written approval from Human Resources before moving personal belongings and reporting to their newly assigned school/department.**
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- **Please refer to the links for complete District information on transfers. If you have any questions, please contact Alex Marx at: [marxt@duvalschools.org](mailto:marxt@duvalschools.org).**