

FAQ For Forced Transfers:

How many positions can I rank on my list? Is there a limit?

You may rank up to 20 available positions on your list. If there are less than 20 available positions in your certification area(s), then you may only rank up to the number of positions available to you based on your certification.

Why isn't a position listed on my list of available placements even though I know it is available?

Either the position was filled during the site selection process, that closed last Thursday 6/16, or the position requires one or more certifications that you do not have; therefore, the position will not be shown to you since you cannot fill it.

What if a certification I have isn't listed under my information?

Please email compliance@philasd.org with the certification that is not listed and we will work to ensure that it is updated in the system.

How do I submit my rankings?

You will drag and drop the position you are interested in into your ranking list, and click 'save' at the bottom of the screen. Clicking 'save' will submit your rankings; you do not need to take any other steps to submit your rankings.

What do I do if I need to change my rankings or the order of my rankings after I submit my rankings?

You can log back into Mutual Match using your master login, go into your rankings list, and rearrange your rankings at anytime before 5:00pm on Tuesday, June 21st. Remember to click 'save' after each change you make; your new rankings list will ONLY be submitted if you click save.

Who can view my rankings besides me?

Only you can view your rankings list.

Will I be contacted by anyone regarding my rankings?

Principals can view a list of every internal candidate who is qualified for their available positions, but not your ranking list; since they do not know whether you are ranking their position, principals may contact you using the phone number and/or e-mail address listed in your contact information.

When will I hear if I receive one of my ranked positions?

By Friday, June 24th, our staffing team will update you about whether you have been placed in one of you ranked positions.

What if I have a question that isn't answered on here?

Please e-mail staffing@philasd.org with your question and we will respond to you in a timely manner.