

If you need assistance navigating the Employee Transfer Request Application, [please click this link to access our user guide](#).

### What does the term “voluntary transfer” mean?

- If you are a current employee who wants to move to a new location for the upcoming school year, and there is a budgeted position for you at your current location, you are classified as a “voluntary transfer”.

### How do I know if I am eligible to submit a voluntary transfer request?

- Eligibility to submit a voluntary transfer request varies from position to position.
- When you log in to your Employee Portal and access the Employee Transfer Request Application, your eligibility status will be listed. If you are not eligible to submit a voluntary transfer request, an explanation will be provided.
- If your position is categorized as a secretary/paraprofessional/pre-kindergarten head start/professional technical/non-teaching assistant/supportive services assistant, you need at least one (1) year of location seniority.
- If your position is categorized as a teacher/counselor/librarian, and you are in a Renaissance School or a school within the Acceleration Learning Network, you need at least one (1) year of location seniority. All other employees in this category need at least two (2) years of location seniority.
- Please refer to the Collective Bargaining Agreement (CBA) between the Philadelphia Federation of Teachers (PFT) and the School District of Philadelphia (SDP) for additional information related to eligibility and voluntary transfer requests.

### I am a Teacher/Counselor/Librarian who has been at my school for at least one year, but I’m told I do not have any system or location seniority – why?

- If you are working for SDP with **only** an emergency permit, you will not have any system or location seniority until you complete Pennsylvania certification requirements.
- Once you receive certification and notify our Certification Department as such, you “shall have system seniority retroactive to [your] date of hire and location seniority retroactive to the first day of the month in which [your] instructional certificate was issued” per the CBA.
- If you are certified and have not notified our Certification Department, please do so ASAP by emailing [compliance@philasd.org](mailto:compliance@philasd.org).

### What does a “right to return” mean?

- You may submit a right to return request in our Employee Transfer Request Application if you were force transferred out of a school and wish to return to that school. A right to return request must be filed within one year of the date of the initial forced transfer, and the *request must be renewed annually* to remain valid.

- You may submit a right to return request with multiple school locations if you were force transferred out of multiple school locations. Right to return requests are honored in *preferential order*.
- If you are a teacher/counselor/librarian, you can only request a right to return in the subject/certification area that you were appointed in during your tenure at that school.

**What does a “right to follow” mean?**

- This option is applicable when there is a school closure and/or the student body is moving to another school location, and you wish to follow the class. A right to follow a class can be requested only when all or part of the student body is moving to a different school.

**I just found out that I am a forced transfer, can I still submit a voluntary transfer request and/or a right to return?**

- Yes, you may still submit a voluntary transfer request and/or a right to return if you are a designated forced transfer, as long as you are *eligible* to submit these transfer requests.

**My right to return was honored. Do I lose my location seniority?**

- No. You have a right to return to that location therefore you do not lose your location seniority.

**My voluntary transfer request was honored. Do I lose my location seniority?**

- If you voluntarily transferred to a non-high-needs school, yes.
- If you voluntarily transferred to a high-needs school, no.

**I am a Teacher/Counselor/Librarian – what is the difference between voluntarily participating in site selection, and submitting a voluntary transfer request?**

- When you participate in site selection voluntarily, meaning you were *not* designated as a forced transfer, you can site select into a role *outside* of your current area of appointment. Voluntary transfer requests can only be honored if there is a vacancy in your *current* area of appointment.
- If you site select into a school, you are appointed at that school. If you have a voluntary transfer request that is honored, you are on special assignment at that school. This is because voluntary transfer requests are reviewed after site selection officially closes.
- There should be more vacancies available to you when voluntarily participating in site selection versus submitting a voluntary transfer request since, as previously stated, voluntary transfer requests are reviewed *after* site selection officially closes.

**I tried to edit/rescind my transfer request(s) in the Employee Transfer Request Application, but it is closed. What should I do?**

- After the Employee Transfer Request Application is closed, you cannot edit your transfer request(s).
- You can rescind your transfer request(s) by emailing [staffing@philasd.org](mailto:staffing@philasd.org) or your designated Talent Specialist with the subject "Rescind Transfer Request".

**I was happy with the school I site selected into / selected at a forced transfer session, but just received notification that my transfer request has been honored to a different location. Do I have to accept this transfer?**

- Yes. Per the CBA, "[an employee] must accept any transfer requested unless he/she notifies the Administration in writing of his/her desire to withdraw the request before the date on which the transfer is granted." *This means you must rescind any request you submitted **before it is honored** if you wish to remain at the school you site selected into/selected at a forced transfer session.* To rescind your transfer request(s), please email [staffing@philasd.org](mailto:staffing@philasd.org) or your designated Talent Specialist with the subject "Rescind Transfer Request".

If you have additional questions, please reach out to your designated Talent Specialist (listed below) via email, or email [staffing@philasd.org](mailto:staffing@philasd.org).

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