

# Employee Transfer System Users Guide

Employees may access the application from the **LOGIN** option on the School District of Philadelphia's web site ([www.philasd.org](http://www.philasd.org)). Employees will log in using their email user name and password to gain access to their list of applications.

Once you log in to view your list of applications, look for the following icon:



The application will allow you to select schools through the Voluntary Transfer, Right to Return and Right to Follow process. The Office of Talent will honor placements based on seniority according to the PFT contract.

## **STEP 1**

Once you launch the application, you will be presented with an acknowledgement page. Please read the information and click the box that states: I have read the Employee Transfer Request acknowledgment. Then click on Continue.

At the top of the page, there is an Applicant section. Your information will automatically appear including your current school, seniority dates, area of appointment, email and phone number. If any of this information is incorrect, please email [staffing@philasd.org](mailto:staffing@philasd.org) with your concerns. Please include your full name and employee ID in any emails.

## **STEP 2**

You are able to submit a request for a Voluntary Transfer, a Right to Return or a Right to Follow in the Employee Transfer Request System. Each Request will appear in a separate section. You may not be eligible to submit a request for one of these transfers based on your seniority or a request may not be applicable to you.

If you are not eligible for a specific type of transfer, the message will read:

Not eligible - there are no locations available for you to select from for this type of transfer request.

However, the transfer request in which you are eligible will require you to answer the question provided. You **must** select **YES** or **NO** indicating if you want to request this type of transfer. You **must** click on **CONFIRM** after your selection.

If you click on **YES** and then **CONFIRM**, a box will appear. The box to the left will say **ADD**. This is a drop down box and you will be able to select from a listing of all of SDP current schools for the **Voluntary Transfer Request**. If you choose to submit a **Right to Return**, you will only be able to select from a list of schools to which you have been previously assigned. For **Right to Follow**, you will be able to only select from the list of schools in which the students are scheduled to transfer.

Once you select a school you **must** click on **ADD**. The system will then show your selection school selection and the order of preference. **Please make your selections in order of preference**. Please select your **first choice** of school first. Continue to make your selections in order of preference. Based on the availability of the positions and based on your seniority, your first choice may not be honored, placement will move to your second selection and so on. You can select up to 10 schools for the **Voluntary Transfer Request**.

If you mistakenly select a school and clicked on **ADD**, you are able to go back and then click on the circle (radio button) that appears in front of the school then click on **DELETE**, which appears next to the **ADD** button. Once you do that, it will delete and your other selections will remain.

\*\*For appointed **Grade** and **Special Education** teachers only, when you make a selection for a school, you will also be required to select a grade level or exceptionality. There will be an additional drop down box listing additional choices. For Special Ed teachers, you will need to specify if you want to teacher LS (learning support) or ES (emotional support), etc. Grade teachers will need to indicate grade level, such as K-3 or 4-6. There will be an option to choose ANY. If you choose that option, then you are willing to teach any grade level or any exceptionality for special ed.

### **STEP 3**

Please review all of your selections and once completed, you may click **SUBMIT** on the bottom of the page. Once you log out, you have officially submitted your selections for Employee Transfer Process.

If you want to make change your selections through May 1, you are welcome to do so. Once the on-line system is closed on May 1, **you will no longer have the ability to make any changes to this system or to your request**.

You will receive an email to your SDP email account with a confirmation if your request has been honored.

Please refer to the FAQs for questions.

Email any other questions to [staffing@philasd.org](mailto:staffing@philasd.org)