



THINKING OF APPLYING FOR A TRANSFER?

WHOM SHOULD I CONTACT?

1. Fill out a transfer form between the first day of WORK and April 1st.

The form can be found at:

<http://iblog.dearbornschools.org/humanresources/helpful-forms-and-links/>

WHAT DO I INCLUDE?

1. On the transfer form, pick up to 7 buildings and/or departments that you would be interested in a transfer

WHEN DO TRANSFER INTERVIEWS TAKE PLACE?

1. Typically between April 15th and July 1st
2. Because interviews can take place after school is out, it is essential that you continue to check your district email. Employees are contacted regarding a potential interview via email and have 48 hours to respond via email, fax or in person

HOW DO I KNOW IF I AM OFFERED A TRANSFER PLACEMENT?

1. Employees offered transfer placements will be contacted via email or telephone and have 48 hours to respond via email, fax, in person or telephone.

WHERE DO I GO IF I NEED TO TALK IN PERSON?

1. Contact the building principal or department director that has the transfer available
2. Contact Robert Seeterlin, Human Resources Director, at Human Resources in Room 7 at the Administrative Service Center, 18700 Audette, Dearborn, MI 827-3068 or at seeterr@dearbornschools.org

WHERE CAN I FIND MORE INFORMATION ON THE TRANSFER PROCESS?

1. Click on Guideline 3130.10 and Policy 3130.10 on the HR website at <http://iblog.dearbornschools.org/humanresources/reduction-recall-and-placement-policies-and-guidelines/>
2. Click on District Staffing Policies on the DFT website at www.dft681.org