

I am a:
Teacher
Paraprofessional

2025-2026 DICKINSON

INDEPENDENT SCHOOL DISTRICT

- Fill out the **Teacher/Paraprofessional** Transfer Request Form, ensuring all required information is **typed**. You may request a transfer to **multiple campuses** and for **any positions** for which you meet certification requirements.
- The request **must be signed by the current campus principal** before submission. Once signed, **email the completed form to pandersen@dickinsonisd.org**. Forms sent via inner office mail will not be accepted. **Submission window: March 1 - May 1 for the following school year.**
- The **Director of Human Resources** will review your qualifications: If approved, HR will forward the request to the requested campus(es) via Google Drive. If the transfer involves a **Special Programs position, approval from a Special Programs Coordinator or Executive Director** is also required. Transfers are subject to **position availability and campus principal approval.**
- The **principal of the requested campus** will review your request, conduct an interview if necessary, and decide whether to recommend approval. If approved, the principal will **email the transfer request form to the HR office.**
- The HR office will send an **official transfer confirmation email** to: the transferring teacher/paraprofessional, the current principal, the new principal (if applicable). All transfer request **must be finalized by June 1.**

Name: _____

Employee ID #: _____

Current Campus: _____

Current

Assignment: _____

I am requesting a transfer to: (Check as applicable)

Principal: _____

- Lobit Elementary
- Bay Colony Elementary
- Calder Road Elementary
- Hughes Road Elementary
- K. E. Little Elementary
- San Leon Elementary
- Silbernagel Elementary
- CAP (Coastal Alternative Ed)
- Lobit Middle School

- Barber Middle School
- Dunbar Middle School
- Dickinson Junior High School
- McAdams Junior High School
- Kranz Junior High School
- Dickinson High School
- DALC (Dickinson Alternative Ed)
- DCC (Dickinson Continuation Center)

Requested teaching assignment: First Choice: _____

Second Choice: _____

Signature -Teacher _____

Date _____

Signature - Current Campus Principal _____

Date _____

Signature - Coordinator of Special Programs or Executive Director _____

Date _____

Signature - Director Human Resources _____

Date _____

(HR office only)

Date(s) forwarded to campus(es)

To be completed by receiving principal:

- Denied
- Approved Campus _____ Subject/Grade/Level _____

(If approved) Replacing _____ who resigned transferred new position

Receiving Principal's signature _____

Date received in HR

Return to Director of Human Resources

Signature - Director Human Resources