



ALVIN ISD

In-District Transfer Requests (Campus Staff)

2025-2026

Teacher Transfer (Open)
March 10, 2025 - June 20, 2025

Teacher Transfer
(Approval required):
June 23- June 27

Paraprofessionals Transfers
(Lateral Positions)
March 10 - July 18

ELIGIBILITY

To be eligible for a lateral transfer, employees must meet the following criteria:

- *Meet the certification and or /license requirements and hold the appropriate certification/license in the requested subject-area/position.*
- *Must not be identified for non-renewal at the end of the current school year due to performance*
- *Must have received of Letter of Reasonable Assurance for the following school year. (Paraprofessionals)*

The **Campus Staff Transfer Request** process provides Alvin ISD Teachers and Paraprofessionals with the opportunity to request a transfer to another campus.

Submitting a transfer request informs campus administrators of your interest in transferring to their campus. If a position becomes available, the administrator may invite you to interview for the opportunity.

During the open transfer period, approval from your current principal is not required.

OPEN TRANSFER WINDOW

Principals may interview and grant lateral transfer requests:

March 10, 2025-June 20, 2025

After June 20, 2025: The receiving Principal must obtain approval from the employee's current Principal to offer the position to an employee.

The transfer period for all lateral teacher transfers will close on **Friday, June 26, 2025.**

Paraprofessionals are eligible for lateral transfers through **July 18, 2025.**

Other Transfers

Employees interested in moving into a position at any campus that would result in a promotion will need to complete a regular Internal Application online in Applitrack for the posted position. (I.e. Instructional Coach, Librarian, Counselor, Assistant Principal)

HOW TO REQUEST A TRANSFER

If you are interested in transferring into a lateral position on another campus for the 2025-2026 school year, visit the Careers page on our ALVIN ISD webpage and click on ***Internal Postings*** to view the ***2025-2026 In-District Transfer Request*** application for each campus (see link below).

[SUBMIT A REQUEST HERE](#)

Please note that submission of your application to transfer does not guarantee you an interview and or selection to transfer.

Employees must submit a separate application for each campus you are interested in transferring to. These transfer request applications are available internally only, so you will need to use the **Internal Postings** link to view all available campuses.

Submitting a transfer request expresses your interest in transferring to a specific campus, not a specific position. As a result, you may not see specific job postings for each campus at the time you complete your application.

For more information about In-district transfer requests click the link below:

[**In-District Transfer Requests-
FREQUENTLY ASKED
QUESTIONS**](#)