

## INTERNAL TEACHER TRANSFER PROCESS

1. Create an online application or log into your existing application.
2. Correctly identify yourself as an internal employee:
  - Check the Internal Employee box
  - Enter your 5 digit Employee ID number
3. Accurately select your current teaching status (Contracted or Probationary).
4. Answer all items in the "Questions" section.
5. Click on Apply Now for the positions you are seeking.  
You have applied when the job appears on your "Jobs Applied To" tab.
6. Notify your administrator that you are applying for a posted position.

**Optional: you may choose to complete other sections within the application, but none are required.**

### **Having troubles?**

- Make sure you've marked internal
- Make sure your role is "teacher"
- Call Human Resources for assistance