

# TEACHER TRANSFER RATING SHEET

**DIRECTIONS:** Please complete the form below for each position with transfer requests. Guidelines:

- 1) Develop Site specific criteria (and post on vacancy notice).
- 2) Assign points to each criteria (*seniority must be equal to the criteria with the highest point value*)
- 3) Interview candidates and review file data as needed.
- 4) Complete the form and submit to Human Resources with employment recommendation.

		<b>TRANSFER CRITERIA</b>										
		Seniority with IUSD (outside candidates = zero)	Preparation/ Training	Recommendation/ Evaluation	Professionalism (as defined by criteria 6 of the CA Standards for the Teaching Profession)	Recent Assignment/ Experience	Instructional Expertise	Ability to contribute to the total school program/ perform adjunct duties	Observation	Personal Interview	Other (site specific criteria listed on posting)	Total Points
	Point Value Assigned											
	Candidate Name											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Summary Comments: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_ School Program: \_\_\_\_\_ 8/04