

# 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 |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| Candidate Name       | ~ ~ ~ Point Value Credited ~ ~ ~ |   |                       |                            |  |                               |                         |   |             |                    |  |              |
| 1                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 2                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 3                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 4                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 5                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 6                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 7                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 8                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 9                    |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 10                   |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 11                   |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 12                   |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 13                   |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 14                   |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |
| 15                   |                                  |   |                       |                            |  |                               |                         |   |             |                    |  | 0            |

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

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