

Teacher Transfer Request FAQ and Instructions

Teacher Transfers FAQ

The “**Teacher Transfer Window**” will open no later than **March 15, 2023**. Transfer requests during the first 14 days of job openings will be open for **two** working days (tentatively March 15-March 29, 2023). After the first 14 days, then transfer requests will be “open until filled” but schools will not be required to interview those that apply. Transfer requests will be accepted until ten working days (**July 28, 2023**) prior to New Teacher Orientation and the postings will be open to transfers until the position is filled.

How do I apply to transfer?

Teachers applying for **advertised** positions must complete a Licensed Transfer Request online at www.canyonsdistrict.org. You will choose ‘Human Resources’ then choose the category for which you are interested. Login with your username and password (same as your email account), then click on ‘Read More’ on the job for which you want to apply. The link to the transfer application is at the bottom of the posting. You must have your application submitted no later than 4:00 p.m. on the day the position closes.

If you have issues with the application not going through and the application window is still open please contact the IT Help Desk at 801-826-5544.

NOTE: Attaching a current resume is highly recommended and can affect whether or not you receive an interview.

Who receives my transfer request?

The Licensed Transfer Request, once submitted, will be sent electronically to the principal of the requested school, to your current principal notifying them of your request, and to the Department of Human Resources.

How do I know if the principal received my transfer request?

You will be able to view online all the positions for which you have applied. If you have concerns, contact Human Resources.

Am I guaranteed an interview?

During the “Teacher Transfer Window” the principal is required to interview a minimum of two qualified transfer candidates, if available.

Can I apply for more than one open position?

Yes. After a teacher has submitted their initial Licensed Transfer Request, the information will be saved in the system and can be submitted to future open positions.

When I submit a transfer request, do I lose the teaching position at my school?

No - your teaching position is not declared vacant until you accept a transfer or you resign from Canyons School District.

I want to transfer, but I’m afraid my principal will be angry.

A principal doesn’t expect you to stay at the same school forever. Be honest with your principal and let him/her know that you’d like a change. It is good to make changes periodically.

What should I do if I have been interviewed for a position and have not been notified if I have been selected? Should I continue to apply for other advertised positions?

After a principal has reached a decision and the teacher who was selected has accepted the position, other interviewees will be notified by the principal. As positions are closed they will be deleted from the web site. Continue to apply until you have accepted a transfer position or you decide to stay in your current position.

How do I know if I received the position?

After receiving authorization from the Department of Human Resources, the Principal may extend a verbal offer to the candidate.

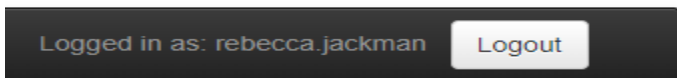
The instructions below will guide you through the transfer process.

1. Go to <https://jobs.canyonsdistrict.org/hr/home.cfm> to view all open positions.
Select Licensed Jobs

2. First, login using your CSD username and password.



3. Your screen should now look like the image below (with your name) if you are logged in correctly.



4. To apply to transfer to one of the positions, find the position(s) you are interested in. On the far right hand side of the posting, click on **'Read More'**. The job will open up and will look like the picture below. At the bottom on the posting you will see a button **'Apply Now.'** During the first 14 days that jobs are posted, the transfer window is open for only 2 business days. If the window for that job has closed the button will not be available to click.

- After the 14 days, the transfer window is open until filled.

Kindergarten Teacher 2022-23 - East Sandy Elementary

For questions, please email: CSDEmployment

Category: Elementary
Department: Canyons District
Shift:
Location: East Sandy Elementary
Job Type: Full-Time
Pay Rate: [Salary Schedules](#)
Transfer Window: 01/24/2023 - 01/26/2023 04:00 PM.

How to apply:

Go to <http://bit.ly/CSDElem23> to complete an application and video screening interview on Vidcruiter. When the application process is successfully completed, you will be entered into the Elementary candidate pool to be considered for current school year openings and openings for the 2023-24 school year. Read the [interview next steps flyer](#) for the full explanation of the candidate pool process.

**If you have not completed this process since November 1st, 2022 you are not currently in our candidate pool to be considered for job openings.

Questions about this process? Email csdemployment@canyonsdistrict.org for assistance.

Americans with Disability Act: If reasonable accommodations are needed to assist you with the application or hiring process please contact the Canyons School District office of Legal Services at 801-826-3061, Fax 801-826-5098 or mailing address 9361 S. 300 E., Sandy, UT 84070.

CANYONS SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition or handicap. Inquiries regarding Canyons School District's hiring practices may be addressed to: Director of Human Resources, Canyons School District, 9361 South 300 East, Sandy, UT 84070.

Current CSD Teacher, Log in to request a transfer

Dates available for transfer request: 01/24/2023 - 01/26/2023 04:00 PM.



5. After you click on “Apply Now”, you are redirected to the Licensed Transfer Request Form page. Your personal information from Skyward will populate the form. Fill in any fields that are blank. When you are finished, check the agreement box at the bottom and click “Apply for Job.”

- All information will be saved for future postings. Watch the website for additional transfer opportunities.

Submit Application: Kindergarten Teacher 2022-23 - East Sandy Elementary

For questions, please email: CSDEmployment

You need to fill out the Licensed Transfer Request Form before you can apply for this posting. Please fill out the information below and click the button at the bottom of this page to apply for this posting.

Licensed Transfer Request: (Verify the information below then click submit)

Employee Name

First: *
Last: *

Cell Phone:
Home Phone:
Work Phone:

Current Location: * Full Time Half Time

Address: (Please contact Human Resources to change your address)

Street: *
City: * State: * Zipcode: *

Email Address: *
Alternate Email:

Current Subjects/Grade Level: *
Total Years Experience: *

License Area
 K-3 K-6 1-8
 Secondary
 Counselor Special Ed

College Major: *
College Minor: *

Endorsements as shown on your license:
What extra-curricular assignment(s) would you be capable of and willing to accept?:
Reason for requesting a transfer:

Agreement: By submitting this application I certify that all the information I have provided is correct and complete to the best of my knowledge. This request for transfer will be sent to your current principal, the Human Resources Department, and the administrator managing the posted position. If you have questions, please call Canyons District's Department of Human Resources at 826-5354 or 826-5425.

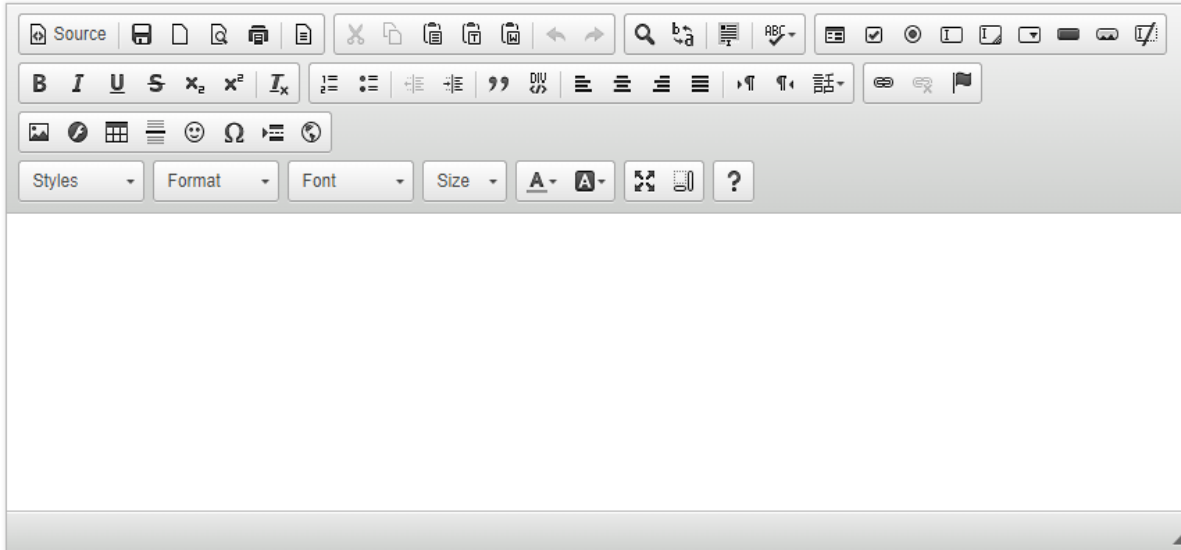
Please check here if you agree to the terms above

[Apply For Job](#)

6. You will then be able to cut and paste your resume into the next screen, or you can skip this step by clicking ‘Add’ at the bottom of the screen.

Please add your PDF below or cut and paste your resume into the provided form. Your original formatting and fonts should be retained. You can view your resume and make changes later. Click [HERE](#) to return to the home page and add your resume later. If you are using Internet Explorer 10 or less, you may have to click the box below to submit your file.

Resume: JACKMAN, REBECCA



Add

7. You have now successfully applied to transfer. Return to the 'Home' screen to view all the positions for which you have applied. If a principal selects you as a candidate, you will be contacted by the school to schedule your interview.

8. If you would like to withdraw your application for a position, contact Becky Jackman in HR for assistance.