

Transfer Request Process

Transfer Eligibility Requirements

1. Must have served a minimum of three years in the current assignment.
2. Must not be on a growth plan currently or have been on a growth plan anytime during the current school year.
3. Must hold current certification or license in the area or position where the transfer is being requested.

Completing a Transfer Request

- On the Lubbock ISD webpage, you will click on the “Popular Links” tab on the top right corner of the page. Then click on the “Employment Opportunities” link to be directed to the LISD Frontline Education Application.
- On the Lubbock ISD webpage, you will click on the “Departments” link and then select the Human Resources page. On the Human Resources page, you then will select the “Career Opportunities and Application” link to be directed to the LISD Frontline Education Application.
- Go to <https://www.applitrack.com/lubbockisd/onlineapp/> to directly link to the LISD Frontline Education Application.
- Go to the Lubbock ISD website. On the red menu bar (center page) scroll over the icon labeled, “Staff”. When the drop down menu appears, click on “TEAMS Employee Service Center”. Log on by typing in your username and password (same as signing in to TEAMS). Click on “My Employment Records” (located in two places: directly below your name. A drop down menu will appear. Select “My Employee Transfer Request.”

Once you have been directed to the LISD Application page, you will select Internal Application and establish your user name and password. The application pages will provide further instructions as you make progress through the application until it is submitted.

After Submitting a Transfer Request

- If a transfer request is denied due to eligibility, Human Resources will notify the transfer applicant via LISD email. If an applicant wishes to appeal a denial, they must e-mail Aretha Metcalfe at aretha.metcalfe@lubbockisd.org.
- A campus administrator or an administrator from Central Offices will contact a transfer applicant if an interview is requested.
- Transfer requests are not guaranteed.

Please call the Human Resources Department at 219-0040, if you have any questions or need assistance with this Internal Application process. We are always glad to help.