

DCPS Internal Teacher Transfer Process

DC Public Schools is interested in keeping its best teachers in its schools. The Teacher Recruitment and Selection team is here to help navigate the internal transfer process, which is a quick and easy process for current teachers. Please consider the following **before** completing an internal transfer application:

- Through this process, there is no guarantee of confidentiality, as all DCPS teachers who apply to the internal transfer portal will be visible to all school-based hiring teams.
- Speak with your current school leader if you are planning to pursue a transfer during this hiring season in order to be as transparent as possible about your intentions and to give as much notice as possible for your principal to find a replacement.
- Hiring decisions will be made at the discretion of school leaders, and you are not guaranteed another role in DCPS. It is encouraged you to be proactive in reaching out to principals about their vacancies early in the hiring season.

Steps for completing the internal transfer application

- Visit <https://dcps.secure.force.com> and select “Teacher” from the list.
 - **NOTE: Ensure you select the correct School Year application as there may be multiple options.**
- Log in or register using your **k12.dc.gov** email address. You must use this email to complete the application.
- Upload your updated resume and any other relevant documents.
- **Complete all pre-application questions**, including whether you are a Novice or Experienced teacher.
- You will then be redirected to the Transfer Application, which will look just like the regular Teacher application. Complete all sections (Contact, Info, Demographics, Subject Area, Licensure Status). A check mark will appear next to each section upon completion.
- If you are prompted to complete the essay questions, please type in ‘I am a current DCPS teacher.’ within both essay prompt boxes.
- Fill out the Acknowledgement page and submit.



- From here, your application will automatically bypass the external teacher screening, and you will automatically be moved to the Recommended Pool. Once in the Recommended Pool, you will be asked to complete the Teacher Preference Survey. At this point, you will be able to see a list of open vacancies once they are posted, apply to any vacancy of interest, and register for upcoming hiring fairs.

Existing TLI Teacher Leaders interested in remaining within the same content area

If you are remaining within the same content area, the transfer process is the same as a teacher. Please follow the steps outlined above. Once you submit your application, you will be automatically pushed to the TLI Teacher Leader Recommended Pool, in addition to the Teacher Recommended Pool.

Interested in becoming a TLI Teacher Leader in a different content area?

If you are switching your content area for the TLI role, please make sure to input the accurate subject area in either the primary or secondary subject area preference for which content you want to teach. Once you submit your application, you will be moved to the TLI Teacher Leader Recommended Pool.

For questions about the transfer process or TLI role, please reach out to the Teacher Recruitment and Selection team at teach.dcps@k12.dc.gov.