



Teacher Transfer & Swap Module – Step-by-Step Guide

This guide provides a walk-through for teachers and actioning officers to access and use the new Transfer and Swap modules via the TSC portal.

Portal Links:

- Teachers: <https://portal.tsc.go.ke/>
- Actioning Officers: <https://tsconline.tsc.go.ke/>

Process Overview:

1. Login to the TSC portal
2. Access the Transfer or Swap Module
3. Complete and submit
4. Actioning officer reviews and acts on the request


<https://portal.tsc.go.ke/>

Access the link above via a browser, then enter your username and password.

Use the same password you use for the Declaration of Income, Assets and Liabilities system (<https://tsconline.tsc.go.ke/>), i.e., Teachers Online Services (TOS).

If you are a new user who has not done a declaration before, or if you have forgotten your password, click on "**Forgot Password**", enter the OTP sent to your official TSC email, and create a new password.

TEACHERS SERVICE COMMISSION



TMS Login

TSC NO


Password

Password must be at least 8 characters long.

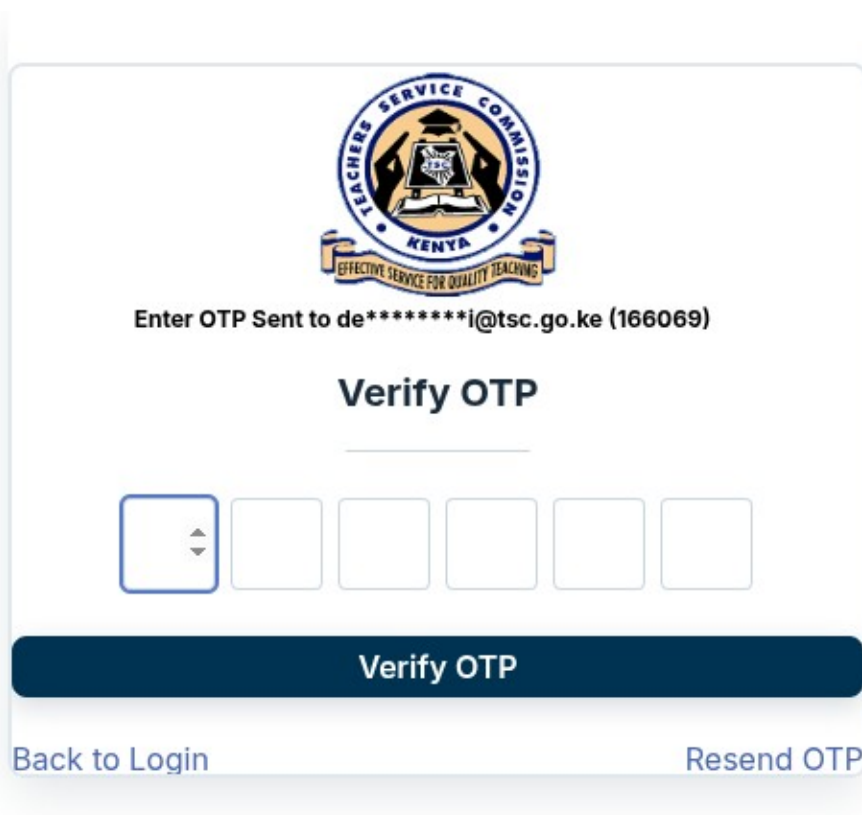
Remember Me

Login

[Forgot your password?](#)

● Active Users: 0  [User Manual](#)

Enter the OTP sent to your official TSC email, then click **Verify OTP**. If the OTP has expired, click **Resend OTP**. Note: OTPs expire 5 minutes after being sent.



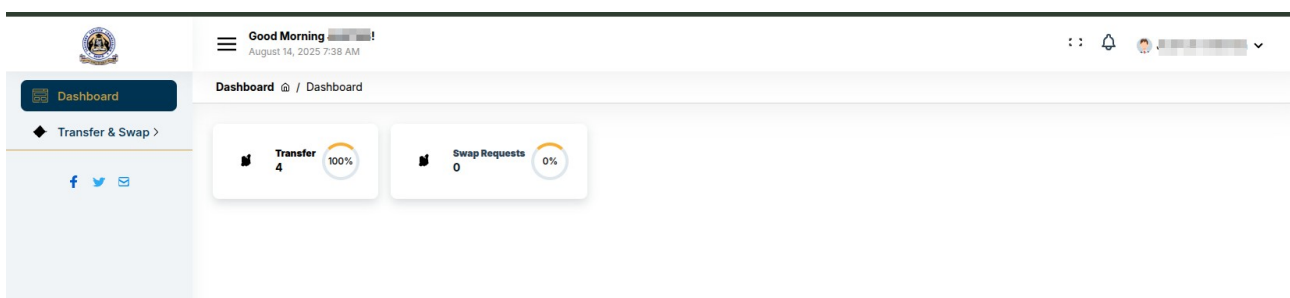
TEACHERS SERVICE COMMISSION
KENYA
EFFECTIVE SERVICE FOR QUALITY TEACHING

Enter OTP Sent to de*****j@tsc.go.ke (166069)

Verify OTP

Verify OTP
[Back to Login](#) [Resend OTP](#)

Next, you will be directed to the Teacher Dashboard, where you can view your profile, a summary on the main dashboard and the sidebar menu.



Good Morning
August 14, 2025 7:38 AM

Dashboard @ / Dashboard

Transfer 4 100%	Swap Requests 0 0%
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Dashboard
Transfer & Swap >
f t e

Next, click on **Transfer & Swap** in the sidebar menu, then select **Request Transfer**. Any previous transfer requests will be displayed.

The screenshot shows the 'Transfers' page. At the top, there is a search bar for 'Enter TSC NO' and a 'Request Transfer' button. Below this is a table with the following data:

#	Transfer ID	Years	Reason	To School	Transfer Status	Action
1	#T9-990/13082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	Maparasha Secondary School	APPROVED	↑
2	#T4-990/07082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	A.I.C. Churo Mixed Secondary School	WITHDRAWN	↑
3	#T7-990/07082025	Years in Sub County (2.80) Years in School (2.80)	Other	Mukenyi Secondary School	APPROVED	↑
4	#T1-990/05082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	Koimiret Secondary School	APPROVED	↑

Click on **Request Transfer** and complete Steps 1–4: **Profile**, **LOS**, **Reason** and **Transfer To**. The **Profile** and **LOS** fields are populated automatically by the system and cannot be edited.

The screenshot shows the 'Request for a Transfer' page, Step 1: Profile. The progress bar indicates that Step 1 is active. The form contains the following fields:

- Current Institution:** Secondary School
- Current County:** BUSIA
- Current Institution Code:** [Empty field]
- Current Sub County:** SAMIA

A 'Next >' button is located at the bottom of the form.

Next after filling Steps 1–4: (**Profile, LOS, Reason and Transfer To**) click on Submit

The teacher can view the transfer status

Good Morning [redacted]
August 14, 2025 7:50 AM

Transfers @ / Transfers

Enter TSC NO [] Reset [] 10 [v] Request Transfer View Swaps Approve Swaps

#	Transfer ID	Years	Reason	To School	Transfer Status	Action
1	#T1-990/14082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	Koimiret Secondary School	AWAITING HOI RECOMMENDATION	[]
2	#T9-990/13082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	Maparasha Secondary School	APPROVED	[]
3	#T4-990/07082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	A.I.C. Churo Mixed Secondary School	WITHDRAWN	[]
4	#T7-990/07082025	Years in Sub County (2.80) Years in School (2.80)	Other	Mukenyi Secondary School	APPROVED	[]
5	#T1-990/05082025	Years in Sub County (2.80) Years in School (2.80)	Aging parents	Koimiret Secondary School	APPROVED	[]

Through the portal, teachers can view available swap opportunities and take action by approving or accepting suitable swap requests.

Good Morning [redacted]
August 14, 2025 7:54 AM

Swaps @ / Swaps

Enter TSC NO [] Reset [] 10 [v] Request Transfer

ID: #T8-820/07082025 #: 5

Requested by [redacted]

Swap request from [redacted] Secondary School in Kakamega County.

Expected day of reporting: 2025-09-01

Subject Combination: **BIOLOGY / CHEMISTRY**

[Swap]

ID: #T2-896/07082025 #: 6

Requested by [redacted]

Swap request from [redacted] in Migori County.

Expected day of reporting: 2025-09-01

Subject Combination: **BIOLOGY / CHEMISTRY**

[Swap]

ID: #T0-819/07082025 #: 7

Requested by [redacted]

Swap request from [redacted] Secondary School in Nyandarua County.

Expected day of reporting: 2025-09-01

Subject Combination: **BIOLOGY / CHEMISTRY**

[Swap]

Good Morning [redacted]
August 14, 2025 7:56 AM

Swaps @ / Swaps

Enter TSC NO [] Reset [] 10 [v] Request Transfer

ID: #T8-851/07082025 #: 2

Requested by [redacted]

Swap request from [redacted] Girls Secondary School in WestPokot County.

Expected day of reporting: 2025-08-14

Subject Combination: **BIOLOGY / CHEMISTRY**

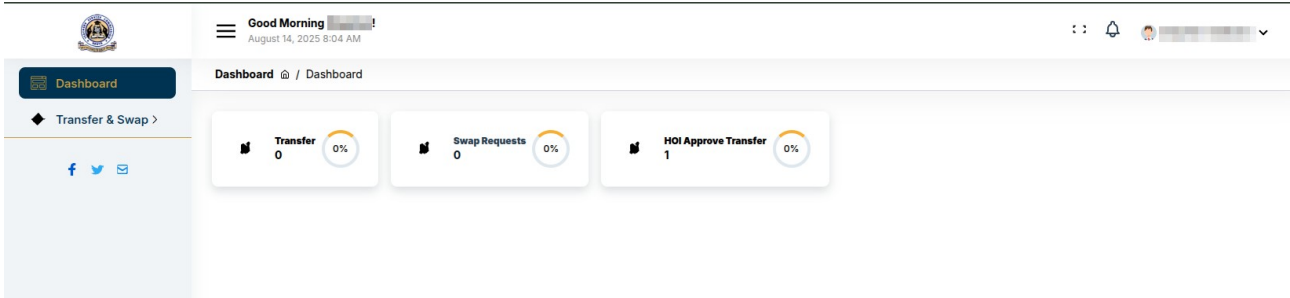
Swap Requests:

[redacted] Secondary School in KAKAMEGA (35)

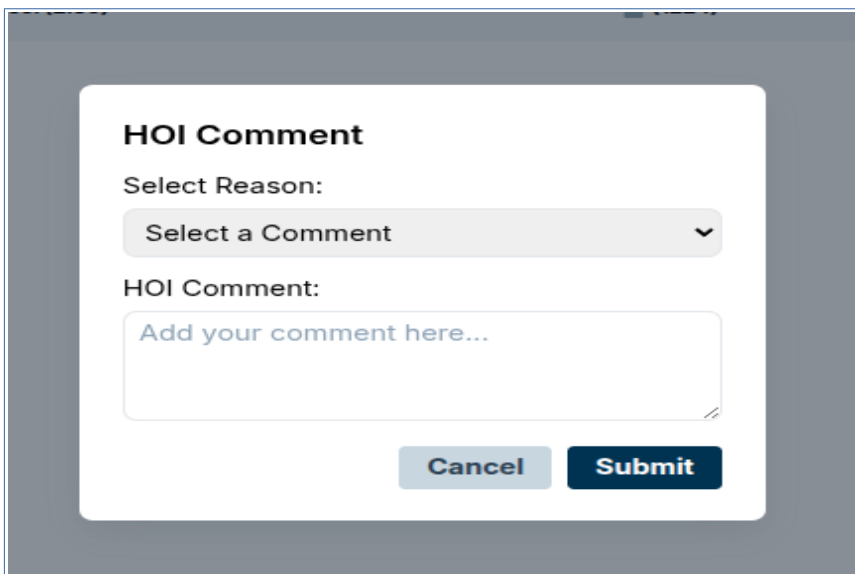
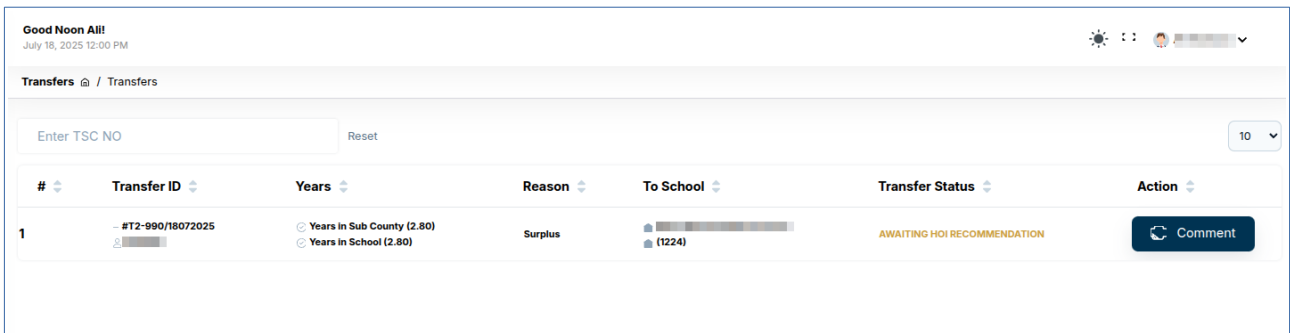
Head of Institution (HOI)

The Head of Institution (HOI) will log in using the same process as teachers. However, they have additional functionalities, including the ability to enter an HOI Comment and to view and approve transfer requests directly from the dashboard.

HOI and DHOI Transfers will be handled Administratively.



The Head of Institution (HOI) is able to preview transfer requests and add a comment before submitting their approval



Transfers Module Secretariat (SCD, CD, Region & HQ)

<https://tsconline.tsc.go.ke/>

STEPS:

a. Click on the "Transfers Module":

Choose the appropriate option (SCD, CD, Region, or HQ) based on your requirement.

Then, proceed with the necessary actions based on the selected option.

<https://tsconline.tsc.go.ke/>

Access the link above via Browser then Enter the username and password

TeachersOnline

Please enter your TSC Number and Password to access your account. Reset Password in case you forgot

REPUBLIC OF KENYA

TEACHERS SERVICE COMMISSION - ONLINE SERVICES

Login

TSC Number

Enter your TSC Number

Password (Forgot password?)

Login Remember me next time

ADVERTISED POSTS
The Commission Advertise for vacant Posts either for its Secretariat or in education institutions. This Online System allows you to apply for any post you qualify and gives you the opportunity to track every stage of processing upto Appointment. **(NOTE: If you apply Online, You Don't Need to Submit a Hard Copy Version to the Commission. No Payments is required of any kind. As a Teacher, You Are NOT EXPECTED TO Register again with the Commission).**

ENTRY/ EXIT RETURNS
These are returns filled and filed by the head teachers, administrators or authorized officers entrusted with the responsibility by the Commission for onward respective processing at the Head Office and proper communications on issues like interdiction, injunction, suspension etc undertaken. (Exit/ Entry Returns can only be accessed once Logged In by Head of Institution).

TEACHER REGISTRATION
In accordance with article 237 of the Constitution of Kenya, Section 23 of TEACHERS SERVICE COMMISSION ACT No. 20 of 2012, it is an offence for any person to engage in the teaching service unless such a person is registered as a teacher. This system provides a platform for online application and registration.

For Any Inquiries On Teacher Registration Call 020-2892351 Or Send an E-mail to: teacherregistration@tsc.go.ke and For Adverts and Promotions, Send an E-mail to: info@tsc.go.ke (general); Telephone No: 020-2892000

Access the transfer module on the top navigation bar and click on SCD Transfers, CD Transfers, RD Transfers or HQ Transfers

HOME Transfers

- SCD Transfers
- CD Transfers
- RD Transfers
- HQ Transfers

Transfer Requests

My Transfers

HQ Reports

Admin

TEACHERS SERVICE COMMISSION

TEACHERS SERVICE COMMISSION - ONLINE SERVICES

Select Transfer Requests to see all the request in each category ie: SCD Transfers, CD Transfers, RD Transfers or HQ Transfers

NO	TSC NO	NAME	CONTACT	CURRENT INSTITUTION	INSTITUTION TO	DESIGNATION	YEARS IN SUB COUNTY	YEARS IN SCHOOL	TRANSFER REASON	SUBJECTS	HOI REMARKS	TYPE	STATUS	ACTION & REMARKS
1				Secondary School []	Secondary School []	Secondary Teacher (2)	2.80	2.80	Aging parents	BIOLOGY / CHEMISTRY	Recommend	Transfer	AWAITING HQ RECOMMENDATION	Action

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Click on Action and select Remarks, Approved institution and Remarks then submit

X

REGION DIRECTOR TRANSFER REMARKS

Select Remarks

Approved

Approved Institution

Secmsch []

Date

2025-08-26

Remarks

Approved

Submit

Once approved, all transfer letters will be sent automatically via CRON. Please note that to minimize disruption to learning, all approved transfers will only take effect during school holidays unless they are classified and processed as emergencies, supported by the necessary documentation.

Select SCD Reports, CD Reports, RD Reports or HQ Reports to see all the reports in each category ie: SCD Transfers, CD Transfers, RD Transfers or HQ Transfers

TRANSFER & SWAP REQUESTS - HQ

Showing 1 of 9 items.

#	TSC NO	NAME	CONTACT	CURRENT INSTITUTION	INSTITUTION TO	Designation	Years in Sub County	Years in School	Transfer Reason	Subjects	HOI Remarks	Type	Status	
1						Secondary Teacher [2]	2.80	2.80	Aging parents	BIOLOGY / CHEMISTRY	Recommend	Transfer	APPROVED	
2						Secondary Teacher [2]	2.80	2.80	Aging parents	BIOLOGY / CHEMISTRY	Recommend	Transfer	APPROVED	
3						Secondary Teacher [1]	2.60	2.60	Aging parents	BIOLOGY / CHEMISTRY	Pending	Transfer	AWAITING HOI RECOMMENDATION	
4						Secondary Teacher [1]	1.60	1.60	Aging parents	BIOLOGY / CHEMISTRY	Pending	Transfer	AWAITING HOI RECOMMENDATION	
5						Secondary Teacher [1]	1.60	1.60	Aging parents	BIOLOGY / CHEMISTRY	Pending	Transfer	AWAITING HOI RECOMMENDATION	
6						Secondary Teacher [2]	2.80	2.80	Aging parents	BIOLOGY / CHEMISTRY	Pending	Transfer	WITHDRAWN	
7						Secondary Teacher [2]	2.80	2.80	Other	BIOLOGY / CHEMISTRY	Recommend	Transfer	APPROVED	
8						Secondary Teacher [2]	1.60	1.60	Aging parents	BIOLOGY / CHEMISTRY	Pending	Transfer	AWAITING HOI RECOMMENDATION	
9						Secondary Teacher [2]	2.80	2.80	Aging parents	BIOLOGY / CHEMISTRY	Recommend	Transfer	APPROVED	

This process will be the same for all stages i.e. SCD Transfers, CD Transfers, RD Transfers or HQ Transfers.