



Lamesa Independent School District
Every Student Every Day

- Teacher transfer requests will be considered if received by the human resource department by April 1, 2018, preceding the school year for which the transfer is desired.
- Proper qualifications, including certification, for the requested transfer is necessary.
- Send the signed, completed form to human resources.
- Human resources will contact you only if the receiving principal or supervisor requests an interview.

Employee Information:

Name _____ Employee number _____

Home address _____

Home phone number _____

Current assignment (campus, subject, grade level) _____

Certification (subject, grade level) _____

Professional training and experience _____

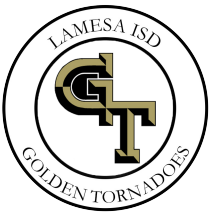
Transfer Request Information:

Reason for request _____

Specific assignment requested:

First choice _____
Campus/department _____ Subject, grade level, position _____

Second choice _____
Campus/department _____ Subject, grade level, position _____



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Verification:

Employee signature _____ Date _____

Supervisor signature _____ Date _____

For office use only:

Denied

Approved Campus _____ Subject, grade, level _____

Receiving principal signature _____

Superintendent signature _____