Certificated Personnel Transfer Request

(To be used for teacher-initiated transfer)

To: Personnel Services

From: _____ **Site:**_____

Please Print

I would like to request a transfer for the 200___/____ school year for the following reasons:

_____

_____

Use additional paper if more space is needed

My preferences for school are indicated in first, second, and third order as follows:

	Site	Grade / Subject
1.	_____	_____
2.	_____	_____
3.	_____	_____

I understand that submission of this transfer request does not guarantee that a transfer will be made. Final determination of any transfer will be made by the District.

Signature:_____ Date:_____

PRESENT POSITION (GRADE/SUBJECT):_____

I currently hold the following credential(s):

- ☐ Multiple Subject ☐ Single Subject _____ ☐ CLAD
  Subject Area(s)
- ☐ Special Ed. _____ ☐ Other _____
  Level / Type

District use only: Request Active Until:_____

Received:_____ Date:_____

Copy of Request to NHTA:_____ Date:_____

Disposition to Employee_____ Date:_____

Disposition to NHTA:_____ Date:_____

Approved:_____ Date:_____

Denied:_____ Date:_____

ORIGINAL: Personnel Services COPY: Employee