

TRANSFER REQUEST FORM

- Teacher transfer requests will be considered if received by the human resource department by May 15th, 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

Verification:

Employee signature _____ Date _____
Supervisor signature _____ Date _____

For office use only:

Denied

Approved Campus _____ Subject, grade, level _____
Receiving principal signature _____
Superintendent signature _____