

North Adams Public Schools

Teacher Assistant Assignment/Transfer Request

**Name of Employee:** \_\_\_\_\_

**School:**      Brayton    Greylock    Colegrove Park    Drury    Pre-K

**Reason for Transfer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Rate:** \_\_\_\_\_

**Funding Source/Account Number:** \_\_\_\_\_

**Old Assignment:** \_\_\_\_\_

**New Assignment:** \_\_\_\_\_

**Effective Date of Transfer:** \_\_\_\_\_

**Change in Assignment:**

**Approved by:** Building Principal \_\_\_\_\_

Director of Student Support Services \_\_\_\_\_

**Notes/Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours per day: \_\_\_\_\_

**Superintendent's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_