



Est. 1917

LOVEJOY INDEPENDENT SCHOOL DISTRICT

259 Country Club Road

Allen, Texas 75002

(469) 742-8000 (metro) - (469) 742-8001 (fax)

TRANSFER REQUEST FORM

- Teacher transfer requests will be considered if received by the human resource department by April 15th preceding the school year for which the transfer is desired.
- Proper qualifications, including certification, for the requested transfer are 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 Human Resources use only:

Approved Denied Signature: _____

Campus: _____ Subject, grade, level: _____

Receiving supervisor signature: _____ Date: _____