

## TRANSFER REQUEST FORM

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- 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 \_\_\_\_\_

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*For office use only:*

Denied

Approved      Campus \_\_\_\_\_ Subject, grade, level \_\_\_\_\_

Receiving principal signature \_\_\_\_\_

Superintendent signature \_\_\_\_\_

