

TRANSFER REQUEST FORM FOR SCHOOL YEAR 2017-2018

NAME: _____ DATE: _____

CURRENT CAMPUS: _____ CURRENT ASSIGNMENT: _____

REQUESTED CAMPUS: _____ REQUESTED ASSIGNMENT: _____

LIST ALL CERTIFICATIONS YOU CURRENTLY HOLD: _____

Process for transferring to another campus:

1. Fill out the top portion of the Transfer Form.
2. Meet with your principal, discuss the request, and obtain his/her signature verifying he/she is informed of your request.
3. Turn in the form to Leah Tunnell in Human Resources with a Current Teaching Resume. Your form will not be processed unless you have attached a resume.
4. Your transfer request and resume will be shared with the campus principal where you are requesting to be placed.
5. If the requested campus principal can/will pick you up as an employee, then he/she will contact your current principal and discuss the transfer.
6. If an agreement is made, then the superintendent will finalize the transaction by meeting with the two principals and superintendent or designee will approve/deny the request in writing.
7. The employee will be contacted with official transfer information by Human Resources.

YOUR SIGNATURE

SIGNATURE OF SUPERVISOR/PRINCIPAL

**REQUEST MUST BE TURNED IN TO HUMAN RESOURCES
FOR CONSIDERATION FOR THE 2017-2018 SCHOOL YEAR.**