



TRANSFER REQUEST FORM

2019-2020

**This form is only for horizontal moves, i.e.: teacher to teacher, instructional aide to instructional aide. ANY OTHER change in assignment is handled via employee filling out an application online.*

NAME: _____ DATE: _____

CURRENT

CAMPUS: _____ ASSIGNMENT: _____

REQUESTED *(More than one campus/assignment may be requested)*

CAMPUS(ES): _____ ASSIGNMENT(S): _____

LIST ALL CERTIFICATIONS YOU CURRENTLY HOLD:

Process for transferring to another campus:

1. Fill out the top portion of this transfer form.
2. Meet with your principal, discuss the request and obtain their signature verifying they are informed of your request.
3. Turn in the form to Leah Tunnell, Executive Director of 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 select you as an employee, then they will contact your current principal and discuss the transfer.
6. If an agreement is made, the superintendent will finalize the transaction by meeting with both principals. Superintendent or designee will approve or deny the request in writing.
7. The employee will be contacted with official transfer information by Human Resources.

Employee signature

Principal/Supervisor signature

**REQUEST MUST BE TURNED IN TO HUMAN RESOURCES
FOR CONSIDERATION FOR THE 2019-2020 SCHOOL YEAR**