



EMPLOYEE TRANSFER REQUEST

Full Name of Employee _____

Home Telephone Number (____) _____ **Cell Phone Number** (____) _____

Present Location _____
School

Present Assignment _____
Grade/Subject Area/Other Classification

Desired Location _____
School(s)

Desired Assignment _____
Grades/Subject Area/Other Classification(s)

Reason For Request _____
(Examples: shorter drive, desire Middle School, desire to work with Exceptional Children)

Employee Signature

Date

- A permanent, full-time or part-time employee may request a transfer to another location or teaching/work assignment by completing an "Employee Transfer Request Form." The transfer request process is to be used for lateral (same or equal level position) moves, and is not the appropriate method for seeking promotions. When a transfer request is made, the immediate Principal/Supervisor should be informed first. For licensed staff, the transfer must be in an area in which there is an existing license or qualify for a provisional area.
- The intent of the Human Resources Department is to place staff members where they can be most productive and successful; however, transfers are not granted automatically when there is a request and/or a corresponding vacancy. The request is kept on file and the school principal will seriously consider the person requesting a transfer, along with other applicants, before submitting a recommendation for Board of Education approval.
- The law provides that the Superintendent may assign and reassign personnel as needed. Transfers are accomplished to accommodate the best interest of the school district and the individual wherever possible. Requests are accepted at any time during the year and kept for that school year only. All instructional transfers should be completed 30 days prior to the start of school.

Principal/Supervisor Signature

Date

HR Approval

Effective Date of Transfer