

TEACHER TRANSFER REQUEST

PURPOSE: The following information is to be completed by a teacher (candidate) who desires to transfer to a different grade level, building, or position in the North Branch School District.

NAME: _____ **DATE** _____

Do you have a formal "Application for Non-Teaching Position" in the Central Office?

_____ Yes _____ No

CURRENT ASSIGNMENT: (GRADE LEVEL, BUILDING, AND POSITION DESIRED)

TRANSFER REQUEST:

YEARS EMPLOYED IN NORTH BRANCH SCHOOL DISTRICT: (Include current year ie. 2003 to 2013= 10 years)

TEACHING CERTIFICATE(S) HELD: _____

TEACHING CERTIFICATE(S) PENDING: _____

REASON FOR REQUESTING A TRANSFER:

CANDIDATE STATEMENT: (Qualifications for the position, competencies etc., for the requested position – use reverse side for additional space if needed)

EMPLOYEE'S SIGNATURE

Forward this completed copy to Central Administration by the deadline date as indicated on the formal job posting

SUPERINTENDENT'S SIGNATURE

DATE

COMMENTS: _____
