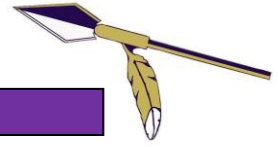


Alvarado I S D



TRANSFER REQUEST FORM

(Completion of the Transfer Form does NOT guarantee a transfer).

Name: _____ Current Campus: _____

Current Position: _____ Current Assignment: _____

If you wish to transfer to a different school/Department for the next school year, please complete the pertinent information below. Have your current principal/supervisor sign the form, indicating his/her awareness of your desire to transfer, and send the form to the Human Resources Office. **You cannot receive an interview until you have completed this form.**

Educational
Experience: Total _____

Total Years
in the District _____

Total Years
at the campus _____

- Include only number of years completed.

Certification(s) Held: _____

I am considered highly qualified in the following certifications: _____

A. I am requesting a transfer to: _____
Campus/Type Position and/or Grade Level

B. Reason(s) for Request:

- _____ 1. Current position was eliminated
- _____ 2. Not presently teaching in major teaching field
- _____ 3. Prefer different grade level (which is _____)
- _____ 4. Not happy with present surroundings
- _____ 5. Other

NOTE: This request **must** be in the Human Resources office before you can formally **interview**. Scheduling of the interview is your responsibility. Generally, a transfer request for the following school year should be submitted by April 1st and interviews conducted prior to the end of the current school year.

Teacher/Employee Signature

Current Principal/Supervisor Signature

Date

Date