

## TRANSFER FORM

### Current information

Name: \_\_\_\_\_

Phone / Cell Number: \_\_\_\_\_

Current School / Department: \_\_\_\_\_

Current Assignment / Position: \_\_\_\_\_

### Change requested

New Assignment/Position desired: \_\_\_\_\_

School / Department(s) desired: \_\_\_\_\_

Reason for this request: \_\_\_\_\_  
(You may list "*Confidential*" under reason)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Administrator Signature

\_\_\_\_\_  
Date

**Please return completed Transfer Form with a Resume to LAPS- Human Resources Department.**

**Both Employee/Current Administrator signatures are required.**

Thank you.

Upon approval of transfer, this document will serve as my (employee signed above) resignation from my current position at Los Alamos Public Schools.

