



TRANSFER REQUEST FORM
2023-2024 School Year

**This form is for horizontal moves only, i.e.: teacher to teacher, instructional aide to instructional aide.*

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 this form to Lindsey Foley, 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. Apply for the position through Skyward Employee Access.
6. If the requested campus principal recommends you for the position, then they will contact your current principal and discuss the transfer.
7. The Superintendent will review the recommendation and then approve or deny the recommendation.
8. The employee will be contacted with official transfer information by Human Resources.

Employee signature

Principal/Supervisor signature

**Requests must be turned into Human Resources for consideration for the 2023-2024 school year. An employee on a growth plan is not eligible for a transfer until the growth plan has been successfully completed.*