



# Arkansas City USD 470 Personnel Transfer Request Form

<b>Position Requested:</b>
<b>Site:</b>
<b>Current Site:</b>

<b>Reason for Request:</b>	<b>If this is in response to a posted opening, check here:</b>
If not in response to a posted opening, please give reason(s) for request:	

<b>Qualifications: Update your qualifications, training and/or experience that we may not have on record, which better qualify you for this position.</b>

<b>Print Name:</b>
<b>Signature:</b>
<b>Date:</b>

<b>For Office Use Only:</b>
Approved: _____ Denied: _____
Comments: _____