



# Greenville Independent School District

4004 Moulton St. Greenville, TX 75401 | 903.457.2500

## Greenville ISD Transfer Request Form

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

Current Campus: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Reason For Transfer Request:

Requested Campus: \_\_\_\_\_

Requested Assignment & Duties

Is this position paid from any special funds? (ie: SPED, Title funds, Grants, etc.) \_\_\_\_\_

If yes, from what budget? \_\_\_\_\_

Authorizing Supervisor Signature: \_\_\_\_\_

Date

Receiving Supervisor Signature: \_\_\_\_\_

Date

To be eligible for a transfer, you must have been in your current position for two consecutive years with good performance reviews from your supervisor(s). Transfers are contingent on staff requirements, certifications, and both administrators' approval.

RETURN COMPLETED FORM TO HUMAN RESOURCES FOR APPROVAL

For Central Office Use Only		
HR Approval	Yes	No
CC: Finance Department	Date:	

Revised 3/2021