

Employee Transfer Request AND/OR Change of Assignment/Pay For School Year 2022-23

Staff may request a transfer to a different position or building by submitting the appropriate form to the Superintendent or designee. Transfer requests for the 2022-23 school year must be submitted on or before January 21, 2022. Submitting a Transfer Request Form does not guarantee the transfer will be granted.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Number: _____ Email: _____

Current Placement:

Assignment/Position _____ Location: _____

Request Transfer/Change to:

Assignment/Position _____ Location: _____

Present Certification(s): _____

Replacement: Y / N Replacing the following employee: _____ New Position Y / N

Years of Experience: _____

Purpose for requesting transfer: _____

 Staff Signature (required) Date

 Current Administrator Signature (required) Date

 Receiving Administrator Signature (required) Date

 Superintendent Signature (required) Date

Approved _____ Denied _____

BUSINESS OFFICE:

 Business Manager Signature Date

Current Funding: _____ New Funding: _____