



EMPLOYEE TRANSFER REQUEST FORM

Transfer process: Complete the Transfer Request below and meet with your current principal/supervisor to obtain signature approval. **Employees not in good standing per attendance and performance will not be approved for transfer.**

If selected for an interview, current principals/supervisors will be contacted as a reference. If selected for a position, the receiving principal/supervisor will notify both the employee and the employee's current principal/supervisor.

Employees requesting to transfer during the school year or after the transfer period deadline must have a suitable replacement for their position prior to transferring.

Complete the online application and send the signed Transfer Request form to Kristan Propes, KISD HR Specialist, at kpropes@kisd.org.

Name: _____

Current Assignment / Campus: _____

Requested Assignment / Campus: _____

Certifications: _____

Reason for transfer request: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____