

**BRIGHTON AREA SCHOOLS
TEACHER JOB ASSIGNMENT REQUEST FORM**

If you are interested in renewing a part time request (or job share) or would like to be considered for a teaching assignment transfer or FTE change, please indicate your choice(s) on this form and submit to your building principal. A copy must also be sent to Human Resources by **March 1st** in order to be considered.

If you would like to remain in your current full time assignment, this form is not required.

(There is no guarantee that your assignment will be changed; however, the District will consider all requests and grant/deny transfers based on instructional programming, student/building needs and teaching certification, experience and seniority.)

NAME: _____

THIS IS A REQUEST FOR THE _____ SCHOOL YEAR

CURRENT LICENSURE

ASSIGNMENT Building _____

Subject/FTE _____ Grade Level _____

REQUEST TRANSFER TO:

1st Choice: Area: K-4 5-6 7-8 9-12 (circle one)

Building _____

Subject/FTE _____ Grade Level _____

Reason: _____

2nd Choice: Area: K-4 5-6 7-8 9-12 (circle one)

Building _____

Subject/FTE _____ Grade Level _____

Reason: _____

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

HR RECEIVED Date: