



EMPLOYEE TRANSFER REQUEST FORM

Transfer Process

Employees must submit this completed, signed, and approved Transfer Request Form to Human Resources **before applying** for any internal position.

Steps

1. Complete this form in full
2. Meet with current principal/supervisor to obtain required signature approval
3. Send the signed/approved Transfer Request Form to Angela Rhoads, HR Coordinator, arhoads@kisd.org
4. Complete the online application

Employees who are not in good standing due to attendance or performance concerns will not be approved for transfer.

If selected for an interview, the employee's current principal/supervisor will be contacted as a reference.

If selected for a position, the hiring principal/supervisor will notify the employee and the employee's current principal/supervisor.

Employees who are interested in transferring but do not see a current position posted may submit a completed and approved Transfer Request Form to Human Resources to be held on file for future consideration if the employee applies for a position for which they are interested and qualified.

Transfers requested during the school year require a suitable replacement prior to transferring.

Employee Name: _____

Current Assignment / Campus: _____

Requested Assignment / Campus: _____

Certifications: _____

Reason for Transfer Request: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____