PIEDMONT
PUBLIC SCHOOLS

Administration Office
615 Edmond Rd NW
Piedmont, OK 73078
405.373.2311
piedmontschools.org

Intra-District Change of Assignment

NAME: _____ **SITE:** _____

CURRENT ASSIGNMENT: _____

NEW SITE: _____ **NEW ASSIGNMENT:** _____

DURATION: ☐ Regular Contract ☐ Duration of Need **EFFECTIVE DATE:** _____

NAME OF PERSON REPLACING: _____

REASON FOR TRANSFER:

☐ Resignation
☐ Retirement
☐ Transfer
☐ D of N Not Retired
☐ LOA
☐ New Position
☐ Termination
☐ Modification of Duties

REQUESTING ADMINISTRATOR: _____

IS THIS POSITION GRANT OR TITLE FUNDED? ☐ YES ☐ NO **PROJECT CODE:** _____

NEEDS EMERGENCY CERTIFICATION? ☐ YES ☐ NO

EMPLOYEE CLASSIFICATION: ☐ CERTIFIED ☐ SUPPORT **AREA(S) OF CERTIFICATION:** _____

COMMENTS: _____

APPROVALS:

_____
Principal/Supervisor

_____
Jennifer Fuller, Chief Financial Officer

_____
Patricia Balensiefen, Chief Human Resources Officer

_____
Scott McCall, Exec. Director of Special Services (If applicable)

_____
Joshua Critchfield, Director of Transportation (If applicable)