

APPENDIX 1-B Request for Transfer

(This form is to be used when the employee is requesting to transfer from his or her current school assignment to another school or to a substantially different subject area or grade level assignment within the same building.)

Name:

School:

Present Position:

This form must be received in the district's Human Resources Office by January 20 to be applicable for the coming school year. An updated resume and application letter will assist in the evaluation of your request. Copies of this form must be sent to the following:

1. Executive Director for Human Resources
2. Principal or Immediate Supervisor
3. Association President

Please consider me for [check box(es)]:

- For posted position(s) – Please list:
- For specific position(s) which may open from January 1 through President's Day that are not yet available. Please list:

If you are applying for a transfer out of your current subject/specialty or requesting a major grade level change, please list endorsements, training and/or experience that should be considered that may not be included in your personnel file.

Employee's Signature _____ Date _____

- If my request is not approved, I would like to be considered along with external candidates for the same or a similar position if such a position is still open after the transfer process closes. I will be available for interviews during the summer months.