

REQUEST FOR TRANSFER CERTIFICATED PERSONNEL

This request does not guarantee that a transfer will be made. Each request will be considered in terms of all factors and conditions contained in Administrative Policy, Reassignment and Transfer.

Procedure for Requesting Transfer

- It is required that you discuss your request for transfer with your principal/ supervisor.
- Obtain a copy of Request for Transfer form from the principal's/supervisor's office or the Human Resources Department.
- An employee who desires a transfer to a posted vacant position shall file a transfer form with the principal/supervisor and the Human Resources Department within the posting period.

1. Name: _____ 2. Work Location: _____

3. Sex: _____ Date: _____

4. Present Teaching Assignment: _____

I hereby request a transfer to the position of _____

which has been posted as a vacancy at _____

Other criteria for consideration of a request for transfer shall be: (a) certification, (b) program needs to include curriculum & accreditation requirements, supplemental assignments and prior experience in assignment or grade, (c) satisfactory performance evaluations, (d) system seniority.

Home Telephone Number

Signature of Employee

The immediate supervisor shall approve or disapprove and inform the employee of the decision. When completed return to the Human Resources Department.

Approved

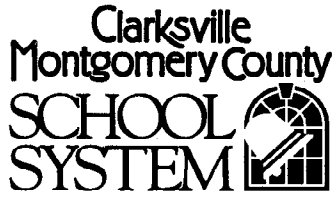
Disapproved

Date

Supervisor

If request is disapproved, supervisor is to state reason for decision:

Continue on separate sheet if necessary.



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Human Resources Department Action

Date Received: _____ Certification Verified: _____

Date forwarded to supervisor with vacancy: _____

Action of Immediate Supervisor with Vacancy

The supervisor with a vacancy shall approve or disapprove and inform the employee of the decision within five (5) days. Send copy to the Human Resources

Date of Interview:

Approved Disapproved

_____ Date

_____ Supervisor

If request is disapproved, supervisor is to state reason for the decision:

Continue on separate sheet, if necessary.

Human Resources Department Action

Special Notes: _____

HR Director/Designee