



# REQUEST FOR TRANSFER CERTIFICATED PERSONNEL

- This request does not guarantee that a transfer will be honored.
- Volunteer lateral requests are considered only for positions to be filled effective the opening day of school the following fall.
- This form shall be completed and forwarded to Human Resources by March 31<sup>st</sup> for each position of interest.
- Principals will decide which employees to interview and will notify the employees directly.
- Principals will notify Human Resources of accepted transfer requests by June 15<sup>th</sup>.
- Principals will notify Human Resources of all employees interviewed by June 15<sup>th</sup>.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Current Work Location: \_\_\_\_\_

Current Position: \_\_\_\_\_

Desired Work Location: \_\_\_\_\_

Desired Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

The immediate supervisor shall confirm knowledge that employee is making request for transfer.  
When completed, return to the Human Resources Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

### Human Resources Department Action

Date Received: \_\_\_\_\_ Certification Verified: \_\_\_\_\_ Highly Qualified Status Verified: \_\_\_\_\_

Date forwarded to supervisor with vacancy: \_\_\_\_\_

