

Employee Transfer Request Form

An employee requesting a transfer from their current assignment is to complete the Transfer Request Form and submit it to the Director of Human Resources.

SECTION I: (To be completed by Staff Member making the request)

Name: _____

Current School: _____

Current Position: _____

Current Position Control (PCN) #: _____

Length of Time in Current Position: _____ yrs. _____ mos.

Certification(s): _____

Position and School requested:

Position	School	PCN#
1. _____	1. _____	_____

Reason(s) for Transfer Request: _____

Signature: _____ Date: _____

SECTION II: (To be completed by current Principal)

I have reviewed the transfer request and make the following recommendation.

_____ Approve

_____ Disapprove for the following reason: _____

Signature: _____ Date: _____

SECTION III: (To be completed by the Principal of the requested school)

I have reviewed the transfer request and make the following recommendation based on availability of the position.

_____ Approve

_____ Disapprove for the following reason: _____

Signature: _____ Date: _____

SECTION IV: (To be completed by the Superintendent)

I have reviewed the transfer request and it is:

_____ Approved

_____ Disapprove for the following reason: _____

Signature: _____ Date: _____

Received in Human Resource Office - Date: _____

Signature: _____ Date: _____