

# TRANSFER REQUEST FORM

**Section I: (Employee is to complete Section I, obtain current principal signature, and then forward the transfer form to the Human Resources office for processing. This form must be completed prior to an employee interviewing with another campus.)**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Teaching Assignment \_\_\_\_\_ Phone \_\_\_\_\_

Current Campus Assigned \_\_\_\_\_

School year for which the request is being made \_\_\_\_\_

Requested Campus: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Requested Grade/Subject \_\_\_\_\_

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

Current Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Signatures required before request will be considered)*

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## Section II: (For HR use only)

Date received \_\_\_\_\_

### Transfer Request Action:

\_\_\_\_\_ Transfer Request Approved

New Campus \_\_\_\_\_

Replacing \_\_\_\_\_

\_\_\_\_\_ Transfer Request Denied

\_\_\_\_\_ Employee Declined Transfer

HR Director Signature \_\_\_\_\_ Date \_\_\_\_\_