TRANSFER REQUEST FOR CERTIFIED PERSONNEL

Name: ______________________________________________

Building Assigned to: ________________________________________________

Certification (s) Held: ______ (03) Elementary ______ (09) Secondary
(check those applicable) ______ (10) Special Ed ______ (75) Administrative

Endorsements: __________________________________________________________________________

Position(s) Desired: ______ Early Childhood ______ Primary ______ Middle School
______ Full Time ______ Special Education ______ Social Worker ______ Psychologist
______ Part Time ______ Secondary ______ Other ______________________________

School(s) Desired: __________________________________________

Special Education ______ Business Education ______ Music
______ EMH ______ Drivers Education ______ Physical Education
______ HOH ______ English ______ Science
______ LD ______ Foreign Language ______ Social Studies
______ SED / BED ______ Type: ______ Speech
______ Speech & ______ Health Education ______ Other
Language ______ Language Arts
______ TMH ______ Industrial Arts
______ Vision ______ Math
______ Art

Comments: ________________________________________________________

- Applications for transfer should be submitted to Human Resources.
- All transfer applications will normally apply only to the subsequent school year and must be submitted no later than June 15th. A transfer request will remain in effect until September 1st of the same year.
- The final decision on a transfer application will be made jointly by the building principal(s) and the Director of Human Resources.
- The negotiated labor contract has useful information about transfer requests, and it is suggested teachers review that information.

Teacher’s Signature ____________________________________________ Date

Reviewing Principal Date Reviewing Principal Date

_________________________________________ _______________________

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