Employee Transfer Form

Name of Employee: _____

Present Location: _____
(School) *(Signature Building Principal)*

Present Assignment: _____
(*Grade, Subject/Other classification)*

Desired Location: _____
(School/s) *(Signature Bldg Principal-upon transfer approval)*

For Certified Employees, Please Show Specific Level/s and Areas of Certification

_____
(Example: grades K-3, grades K-9, grades 6-12 Language Arts)

Reason for Request _____

Date: _____ **Employee Signature**_____

Date: _____ **Asst. Supt. Signature**_____

Administrative Procedures for Transfers

Voluntary: Permanent full time employees may request to be considered for a transfer to another location or teaching/working assignment. The assignment of the teacher determined with consideration given but not limited to qualifications such as certification/endorsements, degrees, hours of credit, publications, references, recommendations, evaluations, experience and service to the district. Whenever possible, requests will be honored when the position becomes available. The administration will make the final determination in regards to all transfers.

Involuntary: When involuntary transfer is necessary due to school reconfiguration, need for special certification/endorsement, or to achieve a balance of experience/inexperienced staff in any grade level or within a building. Notice of involuntary transfer or reassignment within a building or to another building shall be given to the employee as soon as possible but no later than 15 days before the start of the school year. The exception will be in programs where the assignment of personnel is affected by special circumstances.

Reset Form

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