**TRANSFER REQUEST**

Employee Name Current Assignment Campus/Department

List All Certifications:

2022-2023

1st Assignment Requested Campus/Department School Year

2022-2023

2nd Assignment Requested Campus/Department School Year

2022-2023

3rd Assignment Requested Campus/Department School Year

**Please write a statement below outlining the reasons for requesting a transfer. If this is a promotional move request, please provide a resume.**

Date of Request Applicant Signature

□ **Not Approved: (State Reason)**

**Approved:** □ 1st □ 2nd □ 3rd

Date Current Supervisor

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**TRANSFER ELIGIBILITY**

□ **Not Eligible:** □ Background □ Certification □ HQ □ Other

□ **Eligible:**

Date Director of Human Resources

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**Transfer Procedures: A request for transfer does not guarantee approval. Each request is considered based on the qualifications, and the needs of the district and campus/department. In order to be considered, please complete the request form and send to Human Resources.**