Voluntary Transfer Request

TRANSFER – A "transfer" shall mean a change from an employee's current building to another building, except when an employee is assigned to a program that changes location and the employee moves with the program. Transfer requests must be submitted to the Human Resources Department no later than April 1. All transfers will be based on qualifications for the position.

Employee Name: _____
Please PRINT complete legal name

Current Work Location: _____ **Position/Assignment:** _____

Certificate/Endorsement: _____

Request for transfer to: _____ _____
Location Requested ***Assignment Requested***

Is the request for a current posted position? ❑ **Yes** ❑ **No** **Posting #**_____
Please note, if YES, Transfer Request MUST be submitted by the closing date on Posting.

Request for Transfer ☐ ***Approved*** ☐ ***Denied***

Action/Comments: _____

_____ _____
Executive Director of Human Resources *Date*

Approval/Denial copy to employee on _____
Date

--Personnel Use Only—

Copy to: ☐ ***Supervisor/Principal*** ☐ ***Payroll*** ☐***Personnel*** ***Board action: Date*** _____ ***Original to Personnel File***