



Teacher Assignment Transfer Request

Employee Name: _____

Date: _____

Current Grade Level: _____

Current Subject: _____

Supervisor: _____

Subject Request Change: _____

Grade Level Request Change: _____

Explanation: _____

Employee Signature: _____

STEPS

1. Employee needs to have the certification
2. Employee needs to tell their principal (supervisor) they are interested in the job and would like to interview for it
3. Employee speaks to principal who has the open position
4. Principal speaks to HR to verify certification
5. HR speaks to current principal to make sure employee is in good standing
6. Employee is interviewed for the position with the principal
7. Principal decides if he/she wants the employee for the position
8. HR notifies the employee & offers the position or news they didn't get the position