

TEACHER TRANSFER REQUEST FORM

To: Human Resources Department

From: _____ Position Title: _____

Current Teaching Assignment: _____

Email and Phone Number: _____

The first day of school year: _____

FROM	TO (SCHOOL)	SUBJECT/AREA

I UNDERSTAND THE FOLLOWING STIPULATIONS:

- This request is valid only for one (1) year and if no transfer occurs, you must resubmit a new form.
- A transfer can only be made to a vacant teaching position.
- The current school principal/division head must acknowledge the transfer request.
- A transfer requires that the teacher meet the qualification and certification requirements, and interviews with the campus Principal for the position.
- Please attach your valid Texas Teacher Certification.

_____ Date: _____
Employee's Signature

CURRENT SCHOOL PRINCIPAL
<input type="checkbox"/> ACKNOWLEDGEMENT ONLY
Comments: _____ _____
Signature: _____
Date: _____