

EMPLOYEE TRANSFER REQUEST FORM

FILE: GCI-AF

(Important: Read instructions at bottom of document before completing)

Name

Address

City State Zip Code

Phone Number Cell Number

Present Assignment: Building:

Request Transfer To: Assignment:

If the above described assignment is not available to me, then I wish to be considered for other assignments in the following order:

Second Choice: Building:

Third Choice: Building:

Certifications:

Experience:

Purpose for requesting transfer:

Please print form off and sign below

Staff Signature *(required)* Date: _____

Current Administrator Signature *(required)* Date: _____

Transferring Administrator Signature *(required)* Date: _____

Superintendent Signature *(required)* Date: _____

All teacher-initiated transfers will be processed in accordance with Board of Education policy GCI:

Professional staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. Transfer requests for the following school year must be submitted on or before March 1.

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Professional staff requesting a transfer in the middle of the year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.

A copy of the request should be send to the building principal where the staff member is presently assigned or if appropriate for special education personnel, to the director of special services. Copies of the request form can be secured from the building principal or the appropriate director. Before the request becomes official, both building principals or appropriate director must be in agreement and sign the form, then send to the Superintendent for final approval. The request will be acknowledged and placed in the personnel file.

In order to avoid a misunderstanding or misinterpretation of the preference for re-assignment, each teacher may have only one Employee Transfer Request Form on file in the Board Office at any one time. This form will provide the teacher with the opportunity to express first, second, and third choices for re-assignment. Please list only one position or school for each choice.

If the Board Office receives a second Employee Transfer Request within one school year, it will be presumed that the most recent request supersedes any earlier request. The earlier request will then become inactive.

When applying for transfer for the following school year, Employee Transfer Request Form must be filed in the Board Office on or before March 1.

Among the criteria for selection for transfer are the following:

1. Certification
2. Job performance
3. Principal or supervisor recommendation
4. Experience in the area of the position which is vacant
5. Needs of attendance center or district
6. Length of service in the district or building

Adopted June 28, 2005

Clinton School District, Clinton, Missouri