

**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES**

**TRANSFER REQUEST FORM
(After the school year)**

Date: _____ Name: _____ Employee # _____

Present Campus: _____ Present Assignment: _____

Years at present campus: _____

Campus to which transfer is requested: _____

Position to which transfer is requested: _____

Reason(s) for transfer request:

Deadline for submitting a completed transfer request form to the Office of Human Resources is
2nd Friday of June – 4:00 p.m.

Deadline for approval of transfers by the receiving principal is the Monday after the 2nd Friday of June.

Please follow the instructions on the reverse side of this form when requesting a transfer.

(Office of Human Resources Use)

Office of Human Resources

xc: Sending Principal
 Receiving Principal
 File copy

TRANSFER OF PERSONNEL AFTER THE SCHOOL YEAR

INSTRUCTIONS FOR REQUESTING A TRANSFER

1. Secure a transfer request from the campus principal or the Office of Human Resources.
2. Complete the transfer request form and submit to the Office of Human Resources no later than 2nd Friday of June by 4:00 p.m.
3. The Office of Human Resources will send a copy of your request to all appropriate principals/administrators.
4. You are encouraged to establish contact with the campus administrators of your choice.
5. The campus administrator will notify the Office of Human Resources in writing when he/she has approved a transfer. The Office of Human Resources will notify the employee of the reassignment.
6. A transfer list will be disseminated to all campus administrators and updated as needed.
7. If the employee desires to cancel a transfer, the Office of Human Resources must be notified before the 2nd Friday of June.

Receiving Principal _____ () Approved Date: _____

_____ () Not Approved Date: _____

REPLACING: _____

Superintendent _____ () Approved Date: _____

_____ () Not Approved Date: _____