

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

**TRANSFER REQUEST FORM
(During 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:

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 DURING THE SCHOOL YEAR

INSTRUCTIONS FOR REQUESTING A TRANSFER

- STEP #1 Secure a transfer request form from the campus principal or the Office of Human Resources.
- STEP #2 Sending principal must approve the transfer to be eligible. Policy DK (Local)
- STEP #3 Complete the transfer request form and submit to the Office of Human Resources.
- STEP #4 The Office of Human Resources will send a copy of your request to all appropriate principals/administrators.
- STEP #5 Receiving principal approves transfer request. Policy DK (Local)
- STEP #6 For a transfer request to be completed, it must have approval and recommendation of both principals. Policy DK (Local)
- STEP #7 The sending principal will notify the Office of Human Resources in writing when he/she has approved the transfer. The receiving principal will notify the Office of Human Resources in writing when he/she has approved the transfer. When both sending and receiving principals approve the transfer, the Office of Human Resources will notify the employee and principal of the reassignment and a change of status form will be completed.

Sending Principal _____ () Approved Date: _____
_____ () Not Approved Date: _____

Receiving Principal _____ () Approved Date: _____
_____ () Not Approved Date: _____

REPLACING: _____

Superintendent _____ () Approved Date: _____
_____ () Not Approved Date: _____