

# Voluntary Transfer Request

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Any teacher who wishes to voluntarily transfer to a posted position must notify his/her current principal and file this request with the Human Resources Department within five (5) working days after the position is posted. Upon receipt of this completed request, a copy will be sent to the current principal and to the principal of the school where the position is posted. The posting principal will schedule an interview with the teacher within five (5) working days of his/her receipt of this request. This interview may be in person or by phone. After the posting principal has interviewed all teachers requesting a transfer, he/she will either choose a teacher from the transfer pool to recommend for the position or conduct interviews with outside candidates. If the posting principal chooses a transfer candidate, Human Resources will begin the approval process.

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## **To be completed by the Teacher:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Position: \_\_\_\_\_

Endorsements: \_\_\_\_\_ HQ Areas: \_\_\_\_\_

I wish to transfer into the following Posted Position:

\_\_\_\_\_

Date of Job Posting \_\_\_\_\_

I notified my current principal of my desire to transfer on \_\_\_\_\_  
Date

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## **To be completed by the Posting Principal:**

Interview Date: \_\_\_\_\_ Interview conducted: \_\_\_\_ In person \_\_\_\_ By phone

Principal's Decision: \_\_\_\_ Recommend this teacher \_\_\_\_ Interview outside candidates

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **To be completed by Human Resources:**

Transfer Approved: Lee Patterson \_\_\_\_\_

Richard Bales \_\_\_\_\_

Date of Notification to Sending Principal: \_\_\_\_\_