

SULPHUR SPRINGS INDEPENDENT SCHOOL DISTRICT

SUBJECT: REQUEST FOR CONSIDERATION FOR INTRA-DISTRICT TRANSFER OF PROFESSIONAL/PARAPROFESSIONAL ASSIGNMENT

Presently employed professional and paraprofessional personnel may request consideration for vacancies as they arise in the district by completing this form and following the procedures outlined below:

1. Complete this form;
2. Discuss transfer with present Principal / Director and obtain his/her signature on this form;
3. Turn this form into the Human Resources office for approval
4. Apply for the position where the vacancy exists.

REQUEST FOR INTRA-DISTRICT TRANSFER CONSIDERATION

Name: _____ Present Campus Assigned: _____

Present Work Assignment: _____

REQUEST TRANSFER TO: _____

Reason(s) for requesting transfer: _____

Are you certified for the position requested? _____

I have discussed this transfer possibility with my present Supervisor and understand my responsibility for discussing the matter with the Supervisor(s) where a vacancy exists.

Date: _____

Signature of Employee

Date: _____

Signature of Present Principal/Director