

Voluntary Transfer Request

Return to Human Resources

TO: _____
Current Principal _____ Date _____

I _____, am a _____
Name _____ Current Assignment _____

at _____ and hereby request a transfer
School _____

[A] to the following schools: (Please list in order of preference)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If the schools listed above do not have vacancies, do you want to be considered for any other school? Yes / No (circle one)

OR: [B] TO ANY SCHOOL IN THE TYLER INDEPENDENT SCHOOL DISTRICT

Teachers whose names appear on the district transfer list are not given preference or priority status when campuses are screening and interviewing candidates, but are given equal consideration to outside applicants.

☆☆☆☆☆
CURRENT PRINCIPAL

This is to acknowledge receipt of the request for transfer and to confirm that I have conferenced with the above named employee.

(Optional Comments)

Current Principal

Note: A criminal history form must be attached for your transfer form to be complete. Revised 03/07