



## Teacher Assignment Transfer Request

Employee Name: \_\_\_\_\_

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

Current Grade Level: \_\_\_\_\_

Current Subject: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Subject Request Change: \_\_\_\_\_

Grade Level Request Change: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

### STEPS

1. Employee needs to have the certification
2. Employee needs to tell their principal (supervisor) they are interested in the job and would like to interview for it
3. Employee speaks to principal who has the open position
4. Principal speaks to HR to verify certification
5. HR speaks to current principal to make sure employee is in good standing
6. Employee is interviewed for the position with the principal
7. Principal decides if he/she wants the employee for the position
8. HR notifies the employee & offers the position or news they didn't get the position