



**EMPLOYEE VOLUNTARY TRANSFER**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Title \_\_\_\_\_ Present School \_\_\_\_\_

**SCHOOL TRANSFER PERFORMANCE**

Choice #1	Choice #2
School: _____	School: _____
Position/Grade/Subject: _____	Position/Grade/Subject: _____

Reason for Request/Comments (optional): \_\_\_\_\_

\_\_\_\_\_

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

Date \_\_\_\_\_

**\* Return to Human Resources after employee signature and date is complete.\***

**PRESENT PRINCIPAL RESPONSE**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal/Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROSPECTIVE PRINCIPAL RESPONSE**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal/Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**CENTRAL OFFICE USE ONLY**

Superintendent's Recommendation:      Approved      Disapproved

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Business Manager \_\_\_\_\_ Payroll \_\_\_\_\_