

**Boundary County School District No. 101**

**PERSONNEL**

**5220F**

**Transfer Request Form**

All employees interested in transferring to another position, whether or not that position is currently available, need to complete the form below prior to May 1<sup>st</sup>. This information will be used by administrators to make exchanges or transfers as positions become available. All positions vacated between September 15<sup>th</sup> and August 1<sup>st</sup> of a school year must be posted for (1) week. Between August 1<sup>st</sup> and September 15<sup>th</sup>, they will not be posted. It is imperative this information be as comprehensive as possible. Refer to Assignment/ Transfer/Reassignment Policy.

Type or print each section in its entirety. Use a separate form for each school/department requested.

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial                      Phone

\_\_\_\_\_  
Other Contact                      Message Phone

\_\_\_\_\_  
Current School/Department                      Position/Title

\_\_\_\_\_  
Grade/Subject/Assignment/Job Title

Requested Assignment(s)      School/Department

\_\_\_\_\_  
Position/Title                      Grade/Subject/Assignment/Job Title

\_\_\_\_\_  
Position/Title                      Grade/Subject/Assignment/Job Title

\_\_\_\_\_  
Position/Title                      Grade/Subject/Assignment/Job Title

COMMENTS: \_\_\_\_\_

**Please list any endorsements or other special qualifications and experience:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_