



PENDERGAST SCHOOL DISTRICT

CERTIFIED REQUEST TO TRANSFER FORM (School to School)

Note: Use this form only for a lateral move ("like" positions). When seeking an administrative position (promotion), please complete and submit an "Internal" application online through PESD's Employment webpage.

Instructions:

- 1. An employee seeking a posted transfer within current school or between schools must complete this form, sign, and acquire current supervisor's signature.
2. The completed form(s) must be submitted to the Human Resources Office before the posting deadline.
3. A CERTIFIED REQUEST TO TRANSFER FORM (CRT) must be completed for each requested transfer.
4. The transfer site supervisor schedules an interview with the qualified employee requesting transfer.
5. Following interviews, the transfer site supervisor forwards this completed form to the Human Resources Office.
6. The Human Resources Office will return completed form to employee. The form will serve as notification of approval or denial of transfer request.

Form section containing fields for Name, Date, Current School, Current Grade/Subject, Request transfer to: (School), Grade/Subject, Reason for Transfer, Signature (Current Principal), Date, Employee Signature, and Date.

To Be Completed by Transfer Site Supervisor/Principal

Form section containing fields for Interview Date, Recommended for transfer: YES NO, If denied transfer, reason, and Signature - Interviewing Administrator/Principal Date.

*Distribution: Human Resources Current Principal Transfer Principal Employee