



PENDERGAST SCHOOL DISTRICT CERTIFIED REQUEST TO TRANSFER FORM

Instructions:

1. An employee seeking a position transfer within current school, or school-to-school, must complete this form, sign, and acquire *current* supervisor's signature on or before **June 5th**.
2. Employee submits the completed form(s) to Human Resources - for multiple positions, submit a form for each position.
3. The Human Resources Office forwards the form to the *transfer site* supervisor.
4. The transfer site supervisor schedules an interview with employee.
5. **Following interviews, the transfer site supervisor forwards 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. *Copies distributed as noted below.

Name	Date
Current School	Current Grade/Subject
Request transfer to:	
(School)	Grade/Subject
Reason for Transfer:	
Signature (Current Principal)	Date
Employee Signature	Date

To Be Completed by Transfer Site Supervisor/Principal

Interview Date	
Recommended for transfer:	<div style="display: flex; justify-content: space-around;"> YES NO </div>
If denied transfer, reason: _____	
Signature – Interviewing Administrator/Principal	Date