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.

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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: YES NO

If denied transfer, reason:


Signature – Interviewing Administrator/Principal | Date

*Distribution: Human Resources | Current Principal | Transfer Principal | Employee

Revised February 2020