Terrell Independent School District

TRANSFER REQUEST FORM
2019-2020

- Transfer requests will be considered and must be received by the position deadline and/or preceding the school year for which the transfer is desired.
- Proper qualifications, including certification, for the requested transfer is necessary.
- Send the signed, completed form to the Director of Human Resources.
- You will be contacted only if an interview is requested.

Employee Information:

Name_____

Contact Number _____

Current Assignment _____
campus subject grade level

List all certification(s), and if necessary use the back of this form, and attach a copy of your certificate(s):

_____
subject grade level expiration date

Professional Training and Experience _____

Transfer Request Information:
Reason for request _____

Specific assignment requested:

First Choice _____
campus/department subject/grade level position

Second Choice _____
campus/department subject/grade level position

Verification:

Employee signature _____ Date_____

Supervisor signature _____Date_____

Office Use Only:
☐Denied
☐Approved_____
campus subject grade level
Receiving principal or administrator signature _____
Superintendent signature _____

Rev. 8/23/2019

subject	grade level	expiration date
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