



# HEREFORD INDEPENDENT SCHOOL DISTRICT

## Employee Transfer Request

Due no later than June 1 to the Human Resources Department

### Directions:

1. Review transfer policy “Assignments and Schedules” (DK – Local). All requests for transfer for the upcoming school year must be submitted no later than June 1 of each year unless considering a promotion, then the deadline is extended.
2. Complete the transfer request form below.
3. Discuss transfer request with campus Principal and obtain Principal’s signature (this is not an approval).
4. Submit transfer request to the Human Resources Department by deadline noted above.

### Notes:

1. All employees requesting transfer must meet the minimum requirements as noted on the Notice of Vacancy and/or job description.
2. All recommendations for transfer require approval from the Campus Principal and Chief Human Resource Officer.
3. This transfer request will remain active until the start of the upcoming school year. A new form must be submitted each school year.
4. No transfers will be allowed after the beginning of a year unless it is a position for promotion. The only exception to this will be if administrative decides it is in the best interest of the students and campus.

November 2016



# HEREFORD INDEPENDENT SCHOOL DISTRICT

Submit request form to the Human Resources Department by June 1<sup>st</sup> of each year.

## Employee Transfer Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Campus: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

Certification(s): \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

**Resume must be attached.**

***Desired Transfer to (complete all sections that apply):*** Campus (please circle one):

Aikman      Bluebonnet      Northwest      Tierra Blanca      West Central  
Hereford Jr. High      Hereford Preparatory Academy      Hereford High School      H-CAL  
Stanton                      Central Office                      Stay at Current Campus

Assignment: Desired Grade: \_\_\_\_\_ Desired Aide Assignment: \_\_\_\_\_

Desired Level:  PK  K  1  2  3  4  5  6  7  8  9  10  11  12

Interested in  Counselor  Librarian

Non-teaching  Clerical  Diagnostician

Position:  School Administrator  Central Office Administrator

Other: \_\_\_\_\_

Reason for request: \_\_\_\_\_

**Employee's Signature**

**Date**

**I understand that by signing this request, I am not guaranteed a change in my assignment for the upcoming school year.**

**Supervisor's Signature**

**Date**

**As supervisor, I understand this signature is not an approval, rather a confirmation of the transfer request.**

**Chief Human Resource Officer's Signature**

**Date**

Hereford Independent School District does not discriminate against anyone due to race, creed, handicap, religion, or national origin; nor shall any person be denied employment because of age, sex, or marital status. 11-2016