



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.
5. All employees must fill out an online application to be considered for positions within Hereford ISD.

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.

January 2017



HEREFORD INDEPENDENT SCHOOL DISTRICT

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

Employee Transfer Request Form

Name: _____ Date: _____

Current Campus: _____ Current Assignment: _____

Certification(s): _____

Contact Number(s): _____

All employees must fill out an online application to be considered for positions within Hereford ISD.

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. 01-2017