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
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