

# WAYNESVILLE R-VI SCHOOL DISTRICT

## Employee Transfer Request Form for the Upcoming 20\_\_ - 20\_\_ School Year

Transfer requests for the upcoming school year **must be submitted to the Personnel Services Office on or before March 1**.  
The district reserves the right to grant transfers/fill positions prior to March 1 when a suitable candidate has been found and/or when it is in the best interest of the district.

Name:	
Current Position:	
Current Building:	

**INSTRUCTIONS:** In order to help us evaluate your request(s), it is important that you provide all appropriate information pertaining to your qualifications for each requested assignment.

### REQUESTED ASSIGNMENT

Position:	
Location:	
Reason For Request:	
Additional Information Relative to Request <i>(include certification, experience, etc. - you may attach a resume, etc.):</i>	

If the above assignment is not available to me, then I wish to be considered for other assignments in the following order:

### SECOND CHOICE

Position:	
Location:	
Reason For Request:	
Additional Information Relative to Request <i>(include certification, experience, etc. - you may attach a resume, etc.):</i>	

### THIRD CHOICE

Position:	
Location:	
Reason For Request:	
Additional Information Relative to Request <i>(include certification, experience, etc. - you may attach a resume, etc.):</i>	

I understand that by signing this request, I am not guaranteed a change in my assignment for the upcoming school year and that requests will be granted only to the extent that the transfer serves the needs of the district. I further understand that this transfer request will remain active until the start of the upcoming school year and that a new form must be submitted each year. I certify that the information I have provided is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date