

TRANSFER REQUEST FOR CERTIFIED PERSONNEL

Name: _____

Building Assigned to: _____

Certification (s) Held: _____ (03) Elementary _____ (09) Secondary
(check those applicable) _____ (10) Special Ed _____ (75) Administrative

Endorsements: _____

Position(s) Desired: _____ Early Childhood _____ Primary _____ Middle School
_____ Full Time _____ Special Education _____ Social Worker _____ Psychologist
_____ Part Time _____ Secondary _____ Other _____

School(s) Desired: _____

Special Education	_____ Business Education	_____ Music _____
_____ EMH	_____ Drivers Education	_____ Physical Education
_____ HOH	_____ English	_____ Science
_____ LD	_____ Foreign Language	_____ Social Studies
_____ SED / BED	_____ Type: _____	_____ Speech
_____ Speech & Language	_____ Health Education	_____ Other
_____ TMH	_____ History _____	
_____ Vision	_____ Industrial Arts	
_____ Art	_____ Language Arts	
	_____ Math	

Comments: _____

- Any staff member who has completed his/her second probationary year with District #150 shall be eligible to apply for transfer.
- Applications for transfer should be submitted to Human Resources.
- **All transfer applications will normally apply only to the subsequent school year and must be submitted no later than July 15. A transfer request will remain in effect until the following October 1.**
- The final decision on a transfer application will be made jointly by the building principal(s) and the Director of Human Resources.
- The negotiated labor contract has useful information about transfer requests and it is suggested teachers review that information.

Teacher's Signature

Date

