

# NEWTON-CONOVER CITY SCHOOLS

## REQUEST FOR TRANSFER CERTIFIED EMPLOYEES

Request for transfer does not necessarily mean that the employee will be transferred when a vacancy occurs. Numerous factors are considered in the placement of personnel as outlined in Board Policy #3300 and in the Personnel Handbook.

Employee's Name \_\_\_\_\_  
Please print

School \_\_\_\_\_

Current Assignment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area(s) of Licensure \_\_\_\_\_

Transfer request to (list in order of preference):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason(s) for transfer request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

**Note: Submit a copy to immediate supervisor and to Human Resources at the Central Office.**