

NEWTON-CONOVER CITY SCHOOLS

REQUEST FOR TRANSFER CLASSIFIED EMPLOYEES (TAs, Clerical, Custodian, Child Nutrition)

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 #4300 and in the Personnel Handbook.

Employee's Name _____

Please print

School _____

Current Assignment _____

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 HR at the Central Office.