

**Terrell Independent School District  
Committed to Excellence**

**TRANSFER REQUEST FORM**

- Transfer Requests will be considered and must be received by the position deadline and/or preceding the school year for which the transfer is desired.
- Proper qualifications, including certification, for the requested transfer is necessary.
- Send the signed, completed form to the Director of Human Resources.
- You will be contacted only if an interview is requested.

**Employee Information:**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Current Assignment \_\_\_\_\_  
campus subject grade level

List all certification(s), and if necessary use the back of this form, and attach a copy of your certificate(s):

\_\_\_\_\_ subject grade level expiration date

Professional Training and Experience \_\_\_\_\_

**Transfer Request Information:**

**Reason for request** \_\_\_\_\_

Specific assignment requested

**First Choice** \_\_\_\_\_  
campus/department subject grade level position

**Second Choice** \_\_\_\_\_  
campus/department subject grade level position

**Verification:**

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:**

Denied

Approved \_\_\_\_\_  
campus subject grade level

Receiving principal or administrator signature \_\_\_\_\_

Superintendent signature \_\_\_\_\_

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