

**TRANSFER/REASSIGNMENT REQUEST FORM EFFECTIVE 20      to 20      SCHOOL YEAR**

Employee Name	From-Location	From-Position	From-FTE	To-Location	To-Position	To-FTE

\*REASON(S): To Fill Vacancy:      Replacing:      New Position:      Requested:

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Employee Name	From-Location	From-Position	From-FTE	To-Location	To-Position	To-FTE

\*REASON(S): To Fill Vacancy:      Replacing:      New Position:      Requested:

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Employee Name	From-Location	From-Position	From-FTE	To-Location	To-Position	To-FTE

\*REASON(S): To Fill Vacancy:      Replacing:      New Position:      Requested:

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Signature: \_\_\_\_\_ Content Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Please provide detailed notes to support the reason(s) for your building transfer/reassignment request(s)\****