

Royal ISD Request for Transfer

to another campus for new school year

Deadline: April 30

- Submit request to Superintendent's Office by the deadline.
- All transfer requests will be coordinated by the Human Resources Office and must be approved by the current supervisor receiving supervisor and the superintendent.

Thank you for your interest in transferring within our district.

TRANSFER REQUEST FORM

	Teacher transfer requests with April 30 prior to the sc	Ill be considered if received hool year for which the tra	
	Proper qualifications, include	3	
	necessary.		
	Send the signed, completed form to the Superintendent's Office.		
	Human Resources will cont	act you only if the receivin	g principal or supervisor
	requests an interview.		
Emple	oyee Information:		
Name_			_
Home	address		
Home	phone number		
Curren	nt assignment		
	(campus	subject	grade level)
Certifi	cation		
	(subject		grade level)

Professional training and experience				
Transfer Request Information:				
Reason for request				
Specific assignment requested:				
First choiceCampus/department, subject, grade level, position)				
Second choice:				
Verification:				
Employee signature				
Date				
Supervisor signature				
Date				
For office use only:				
☐ Denied ☐ Approved				
Campus Subject, grade, level				
Receiving principal signature				
Superintendent Signature				