

ABERDEEN SCHOOL DISTRICT 6-1

**TRANSFER REQUEST FORM**

According to the 2021-2023 AEA Negotiated Agreement, Article VIII- Assignment and Reassignment, Section B, Procedures for Voluntary Transfer between February 1 and June 1:

1. Teachers, either full-time or part-time, who desire a transfer for the following school year in a grade and/or subject assignment, or who desire to transfer to another building shall file a Transfer Request Form to the Human Resources Office before February 1. These requests will be reviewed and granted based upon recommendations of administrators and the need of the District.
2. Teachers interested in a posted position for the following school year that becomes available after February 1 and before June 1 must complete an on-line application prior to the closing date. No voluntary transfer requests will be considered before February 1 or accepted after June 1.

Name: \_\_\_\_\_

**Present Position:**

Assignment/Grade Level: \_\_\_\_\_

Location: \_\_\_\_\_

List co-curricular activities which you currently direct:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Requested Position:**

Assignment/Grade Level: \_\_\_\_\_

Location: \_\_\_\_\_

List co-curricular activities/assignments which you are qualified and willing to direct as part of your contracted assignment in the requested location:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_

Initial: \_\_\_\_\_

Action: \_\_\_\_\_