

Form GCK-E1: Staff Assignments and Transfers

505 S. Main Street, Ste. 249 Las Cruces, NM 88001 (575) 527-5800

Certified or Classified Transfer Request Form

Fill out one form for <u>each</u> school to which you wish to transfer. Contact the Principal or Supervisor for an interview three days (3) after submitting this form.

Name:	
Work Phone:	Home Phone:
I am a □ Certified □ Classified employee.	E-Mail:
From: Present School or Building:	
Present Assignment:	
How long have you been at your	present assignment?
To:	Grade(s), Subject(s) or Position(s)
School	1
	2
	3
For School Year:	
Certified only: Are you Highly Qualified for th	e requested position? □ Yes □ No
Reason for Request (Optional)	
Comments	
Signature	
Signature	Distribution: White: Human Pasauraes

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Pink: Employee