

# North Little Rock School District

## Request for Transfer

An employee who desires a transfer to another building should file this **Request for Transfer** form with the District Personnel Office. Completing this form and returning it to the District Personnel Office adds your name to the applicant pool for positions, which become available at your requested transfer site.

1. Your Name: \_\_\_\_\_
2. Today's Date: \_\_\_\_\_
3. Current School / Department: \_\_\_\_\_
4. Current Position: \_\_\_\_\_
5. Home Phone: \_\_\_\_\_
6. Cell Phone: \_\_\_\_\_
7. I wish to be transferred for the \_\_\_\_\_ - \_\_\_\_\_ school year.

To ensure that your request is interpreted accurately, list specific position(s) and location(s) that you wish to be considered for. List specific individual positions and specific building locations, grades and/or subjects to ensure that your name is placed in the appropriate position / applicant pool. Complete the information requested below in order of preference:

1. Position / Location / Grade and/or Subject: \_\_\_\_\_
2. Position / Location / Grade and/or Subject: \_\_\_\_\_
3. Position / Location / Grade and/or Subject: \_\_\_\_\_

List the area(s) you currently hold a valid Arkansas Teacher's License in and are "Highly Qualified" in with respect to the guidelines set forth by the Arkansas Department of Education:

Certification(s): \_\_\_\_\_

HQTArea(s): \_\_\_\_\_

Requesting Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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cc: \_\_\_\_\_

**Once completed, this form should be forwarded to the NLRSD Personnel Office.**