

CLIO AREA SCHOOLS
TEACHER TRANSFER REQUEST

Requests by a teacher for change in assignment within the building are to be made in writing to the building principal. **Do not** use this form.

Teacher _____ Date _____

Present Assignment: Building _____

Grade _____

Subjects _____

Seniority Date _____

Teaching Certification: Elementary _____ Secondary _____

Circle: K-5 K-8 5-6 7-8 Grade 9 K-12

Major/Minors: _____

Other Endorsements: _____

Request Transfer to: Building _____

Grade _____

Subjects _____

This form will be kept on file in the Assistant Superintendent's Office until the end of the semester in which the form is received, unless renewed.

(Signature)

(Date)

When Completed please give a copy of this form to your building principal. The building principal will send one copy to Assistant Superintendent and one copy to the Association President.