

PROUD TRADITIONS, EXCITING FUTURES

# DICKINSON

INDEPENDENT SCHOOL DISTRICT

- Complete the **Paraprofessional** Transfer Request Form, including all information requested. A teacher may request a transfer to as many campuses as desired and for positions which the teacher meets certification requirements.
- The request must be signed by the current campus principal and forwarded to the Human Resource office. **Request deadline is March 1 - May 1 for the following school year. Deadline for granting transfers is June 1.**
- The request will be signed by the Executive Director of Human Resources if the teacher's qualifications are appropriate, and then forwarded to the campus(s) for which a transfer is requested. An approval by the Director of Special Programs will be necessary involving any Special Programs positions.
- Transfer request approvals will be subject to available openings and approval of principals.
- The principal who interviews and recommends and/or denies the approval of a teacher transfer, will forward the transfer request to the Human Resource office. The Human Resource office will send a letter officially confirming the transfer of a request to the teacher and both principals.

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

Employee ID #: \_\_\_\_\_

Campus: \_\_\_\_\_

Position/Grade: \_\_\_\_\_

Principal: \_\_\_\_\_

**I am requesting a transfer to:** (Check as applicable)

- |  |  |
|--|--|
| <input type="checkbox"/> Louis G. Lobit Elementary           | <input type="checkbox"/> Elva C. Lobit Middle School   |
| <input type="checkbox"/> Bay Colony Elementary               | <input type="checkbox"/> Barber Middle School  |
| <input type="checkbox"/> Calder Road Elementary              | <input type="checkbox"/> Dunbar Middle School  |
| <input type="checkbox"/> Hughes Road Elementary              | <input type="checkbox"/> McAdams Junior High School  |
| <input type="checkbox"/> K. E. Little Elementary             | <input type="checkbox"/> Eugene "Gene" Kranz Junior High School  |
| <input type="checkbox"/> San Leon Elementary                 | <input type="checkbox"/> Dickinson High School <input type="checkbox"/> DHS 9 <sup>th</sup> Grade Center |
| <input type="checkbox"/> Silbernagel Elementary              | <input type="checkbox"/> Dickinson Alternative Education (DALC)  |
| <input type="checkbox"/> CAP (Coastal Alternative Education) | <input type="checkbox"/> (DCC) Dickinson Continuation  |

Requested assignment: \_\_\_\_\_ First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Signature -Teacher \_\_\_\_\_

Date \_\_\_\_\_

Signature - Current Campus Principal \_\_\_\_\_

Date \_\_\_\_\_

Signature - Director of Special Programs \_\_\_\_\_

Date \_\_\_\_\_

Signature - Executive Director/Human Resources \_\_\_\_\_

Date \_\_\_\_\_

**(HR office only)**

Date(s) forwarded  
to campus(es)

\_\_\_\_\_  
\_\_\_\_\_

**To be completed by receiving principal:**

- ☐ Denied
- ☐ Approved Campus \_\_\_\_\_ Subject/Grade/Level \_\_\_\_\_
- (If approved) Replacing \_\_\_\_\_ who ☐ resigned ☐ transferred ☐ new position

Receiving Principal's signature \_\_\_\_\_

Date received in HR

\_\_\_\_\_

**Return to Executive Director of Human Resources**

\_\_\_\_\_  
Signature - Executive Director/Human Resources

HR revised 3/1/19