

PROUD TRADITIONS, EXCITING FUTURES
DICKINSON
 INDEPENDENT SCHOOL DISTRICT

- Complete the. Transfer Request Form, including all information requested. An employee may request a transfer to as many campuses as desired and for positions which the employee 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 employee'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 an employee transfer, will forward the transfer request to the Human Resource office.

Select your current position: Teacher Paraprofessional

Name: _____

Employee ID #: _____

Position/Grade: _____

Campus: _____

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 th 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/ Paraprofessional

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