



Bay City Independent School District

2018-2019

Request for Transfer

DUE to HR: April 26, 2019

Name:

Present Assignment: \_\_\_\_\_

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

Position: \_\_\_\_\_

Requested Change to:

First Choice-----Campus: \_\_\_\_\_

Position: \_\_\_\_\_

Second Choice-----Campus: \_\_\_\_\_

Position: \_\_\_\_\_

Reason for Wanting Change:

\_\_\_\_\_

Degree(s): \_\_\_\_\_ Bachelor's \_\_\_\_\_ Master's \_\_\_\_\_ Other

Teaching Field(s): (Certification) \_\_\_\_\_

Number of years teaching experience: \_\_\_\_\_ Total \_\_\_\_\_ Bay City ISD

\_\_\_\_\_  
*Employee's Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Principal's Signature* \_\_\_\_\_ *Date*

**Central Administration ONLY: DO NOT WRITE BELOW THIS LINE**

Conference: \_\_\_\_\_ Yes \_\_\_\_\_ No

Result:

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

Deposition: \_\_\_\_\_ Transfer Granted To:

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

\_\_\_\_\_ Transfer Refused

\_\_\_\_\_ No Vacancy at present, but request will be kept current and considered as vacancies occur

\_\_\_\_\_

*Chief Human Resource/Federal Compliance Officer*

*Date*