

**Nacogdoches Independent School District  
Employee Voluntary Transfer Request for 2018/2019**

**DUE NO LATER THAN March 30, 2018**

(From One Campus or Department to another Campus or Department)

**Section I (To be completed by Teacher/Staff Member)**

Name \_\_\_\_\_  
Current Position: \_\_\_\_\_  
Current Grade Level: \_\_\_\_\_ Current Campus: \_\_\_\_\_  
Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Grade(s)/Assignment(s) for which you wish to be considered \_\_\_\_\_  
Campus(s) for which you wish to be considered \_\_\_\_\_  
\_\_\_\_\_

**Section II (To be completed by Current Principal and/or Department Administrator)**

I am aware the above mentioned teacher is considering a transfer for the next school year.

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

**Section III (To Be Completed by Receiving Principal)**

My signature indicates that I agree to honor the transfer requested of the above named teacher, pending final approval of the Human Resources Department.

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

Assignment \_\_\_\_\_ Campus \_\_\_\_\_

Reason for this vacancy:  Resignation/Retirement  Transferred  New Position  Other

**Section IV (To be completed by Human Resources Department)**

\_\_\_\_ Approved by: \_\_\_\_\_ Rejected by: \_\_\_\_\_  
\_\_\_\_ Certification Held for New Position \_\_\_\_\_  
\_\_\_\_ Salary Change is Not Involved \_\_\_\_\_ Funding Source \_\_\_\_\_  
\_\_\_\_ Salary Change is Involved \_\_\_\_\_ Budget Source \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies To: Teacher/Employee \_\_\_\_\_ Special Education \_\_\_\_\_ Title/GT \_\_\_\_\_ Curriculum Department \_\_\_\_\_  
Affected Principals \_\_\_\_\_ Support Services \_\_\_\_\_