

Tolleson Union High School District

**IN HOUSE - TRANSFER REQUEST
CERTIFIED & SUPPORT STAFF**

To the Employee: An employee seeking a transfer between schools must complete this form and have it approved by the releasing supervisor then forwarded to the Human Resources office. The receiving supervisor/administrator will notify employees of transfer approvals or disapprovals.

OPTIONAL: If submitting for a posted vacancy, please attach a current resume.

Date

Contact Phone Number

Employee's Name

Employee's Signature

Present School

Request Transfer to: School name

Present Position: Subject/Position

New Position: Subject/Position

Years in TUHSD

Certificates Held

Employee's reason for transfer request:

Present Supervisor's Signature

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DISTRICT OFFICE USE ONLY

_____ **Request Approved**

Hiring Supervisor/Administrator

_____ **Request Disapproved**

_____ **Request Approved**

Human Resources Director

_____ **Request Disapproved**