

MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1

TRANSFER REQUEST FORM



Please Follow These Sequential Steps

For Employee use only

→ Fill in and turn in to **current** Principal/Director

Phone Number: _____
 Building: _____
 Present Assignment: _____
 I am requesting a transfer to the following building/position:

 Replaces – Position: _____
 Reason for requesting transfer:

 Employee Signature: _____ Date: _____

Current Principal/Director use only

→ Fill in and return to employee
 → Employee turns in to the future Principal/Director

Approve Deny
 If employee is staying in your building but taking a new position, please indicate new position: _____
 Approving Signature: _____ Date: _____

Future Principal/Director use only

→ Fill in and turn in to HR

Approve Deny New Assignment: _____
 Start Date for new assignment: _____
 Building/School _____
 Approving Signature _____ Date: _____
 Changes to Salary Schedule/Step/Salary: Yes No

For HR Director use only

→ Fill in turn in to Business Office/Grants

New Salary Schedule/Step/Salary: _____/_____/_____
 Approving Signature: _____ Date: _____

Business Office/Grants use only

→ Fill in and turn in to Payroll

Funding Source _____% _____%
 Approving Signature: _____ Date: _____

Payroll use only

→ Sign and turn in to Superintendent's Office

Approving Signature: _____ Date: _____

Superintendent's Office use only

Superintendent Signature: _____ Date: _____

Revised 8/10/17

Name: _____
