



# HEREFORD INDEPENDENT SCHOOL DISTRICT

## Employee Transfer Request

Due no later than June 1 to the Human Resources Department

### Directions:

1. Review transfer policy “Assignments and Schedules” (DK – Local). All requests for transfer for the upcoming school year must be submitted no later than June 1 of each year unless considering a promotion, then the deadline is extended.
2. Complete the transfer request form below.
3. Discuss transfer request with campus Principal and obtain Principal’s signature.
4. Submit transfer request to the Human Resources Department by deadline noted above.
5. Continue to check HISD employment opportunities at the Central Administration building, on any campus, or by visiting our website at [www.herefordisd.net](http://www.herefordisd.net) under Departments → Human Resources → Job Opportunities and contact the Human Resources Department at 806-363-7600 if you would like to receive consideration for a position you see posted.

### Notes:

1. All employees requesting transfer must meet the minimum requirements as noted on the Notice of Vacancy and/or job description.
2. All recommendations for transfer require approval from the Campus Principal and Assistant Superintendent of Personnel & Professional Learning.
3. This transfer request will remain active until the start of the upcoming school year. A new form must be submitted each school year.



HEREFORD INDEPENDENT SCHOOL DISTRICT

Submit request form to the Human Resources Department by June 1<sup>st</sup> of each year.

Employee Transfer Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Campus: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

Certification(s): \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Resume Attached (optional): \_\_\_\_Yes \_\_\_\_No

Desired Transfer to (complete all sections that apply):

Campus (please circle one):

- Aikman Bluebonnet Northwest Stanton Tierra Blanca
West Central Hereford Jr. High Hereford High School
Central Office Stay at Current Campus

Assignment: Desired Grade: \_\_\_\_\_ Desired Aide Assignment: \_\_\_\_\_

Desired Level: \_\_ PK\_\_ K\_\_ 1\_\_ 2\_\_ 3\_\_ 4\_\_ 5\_\_ 6\_\_ 7\_\_ 8\_\_ 9\_\_ 10\_\_ 11\_\_ 12

Interested in \_\_Counselor \_\_Librarian

Non-teaching \_\_Clerical \_\_Diagnostician

position: \_\_School Administrator \_\_Central Administration

Other: \_\_\_\_\_

Reason for request: \_\_\_\_\_

I understand that by signing this request, I am not guaranteed a change in my assignment for the upcoming school year. However, I may request consideration for any open positions that meets the criteria noted above in which I meet the minimum qualifications.

Employee's Signature

Date

Principal's Signature

Date

Central Administration's Signature

Date