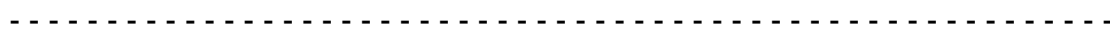


**DAVID DOUGLAS SCHOOL DISTRICT #40
TRANSFER REQUEST**

A permanent staff member who wishes to transfer from his present assignment to a different building must indicate this desire on forms provided by the District. Request for transfer initiated by the educator shall be made in writing and must be signed by the educator, with a copy going to the immediate supervisor. The District will acknowledge receipt of the transfer within ten days after receipt. Educators may indicate an order of preference for appropriate consideration. Requests for transfer must be renewed annually.

The request must be submitted no later than March 31; however, requests submitted in writing will be accepted after this date for specific positions which become available after March 31.

PLEASE FORWARD THIS FORM TO THE HUMAN RESOURCES OFFICE



TRANSFER REQUEST

Printed name: _____

1. Present school/program: _____

Grade or Subject: _____

2. Assignment desired: _____
(Building, grade or subject
in order of preference) _____

3. Reason for request:

Date

Signature