

# MARSHALL COUNTY SCHOOLS

## EMPLOYEE REQUEST FOR TRANSFER

Date Received: \_\_\_\_\_

To: Jennie Carroll, HR Coordinator

From: \_\_\_\_\_

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

I am currently a teacher/employee at \_\_\_\_\_, and I teach/work as \_\_\_\_\_ (grade and subject for teacher/position for employee).

I request a transfer to one of the schools listed below for the \_\_\_\_\_ school year.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I understand that this request may or may not be granted. I also understand that all transfers are based on the Director's approval, position availability, and principal recommendations.

**File in the Office of Human Resources**