

# MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1 TRANSFER REQUEST

## Please Follow These Sequential Steps

### For Employee use only

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

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

Phone Number: \_\_\_\_\_

Building: \_\_\_\_\_

Present Assignment: \_\_\_\_\_

I am requesting a transfer to the following building/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

- **If denied, notify employee**
- Fill in and turn in to HR

Approve  Deny  New Assignment: \_\_\_\_\_

Start Date for new assignment: \_\_\_\_\_

Building/School \_\_\_\_\_

Replaces – Name of Person: \_\_\_\_\_

Approving Signature \_\_\_\_\_ Date: \_\_\_\_\_

### For HR Director use only

- Fill in turn in to Business Office/Grants

Changes to Salary Schedule/Step/Salary: Yes  No

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: \_\_\_\_\_