

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:

Replaces – Name of Person: _____

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: _____

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

Revised 02/03/2020

Superintendent Signature: _____ Date: _____