



Teacher Transfer Request

A voluntary teacher transfer is defined as a teacher moving from one school to another to fill a position in alignment with his or her current teaching endorsement(s).

Reassignments **within a school** are authorized by the principal and do not require the implementation of the transfer procedures.

Principals/Supervisors: Changes in teacher assignments within a building or department must be reported, through employment action request, to the Human Resources Department to ensure accurate position control assignments.

Full Name: _____

Employee ID (can be found in Powerschool): _____

Primary Work Location: _____

Work Email Address: _____

What School are you requesting a transfer to? _____

What Position are you requesting a transfer to? _____

Have you notified your current principal of your interest to transfer to another school?

Signature: _____

Date: _____

Completed Transfer Request forms must be received by the Human Resources Department.

Date received by WPS HR Department: _____