



**Texarkana**  
Independent School District

**TRANSFER REQUEST FORM**  
**2017-2018**

- Teacher transfer requests will be considered if received in the Human Resources Department by **June 1, 2017**.
- Proper qualifications, including certification, for the requested transfer are necessary.
- Teacher transfers are final on **July 1, 2017**. For more details about this process, please see TISD Internal Transfer Procedures on the Human Resources webpage.
- Once approved for the Transfer Pool, **teachers should submit a brief application for specific internal job openings online at: <https://txkisd.tedk12.com/hire/internalLogin.aspx>**

***Employee Information***

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Current Assignment (campus, subject, grade level): \_\_\_\_\_

Certification(s) Held: \_\_\_\_\_

***Transfer Request Information***

Campus(es) Requested: \_\_\_\_\_

Subject or Grade Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***SUBMIT COMPLETED, SIGNED FORM TO YOUR CAMPUS PRINCIPAL.***

***For Office Use Only***

Current Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Upon Human Resources approval, a signed copy of this form will be returned to the employee.***