



Texarkana
Independent School District

TRANSFER REQUEST FORM
2018-2019

- Teacher transfer requests will be considered if received in the Human Resources Department by **June 1, 2018**.
- Proper qualifications, including certification, for the requested transfer are necessary.
- Teacher transfers are final on **July 1, 2018**. 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.