

**SULPHUR SPRINGS INDEPENDENT SCHOOL DISTRICT  
INTRA-DISTRICT TRANSFER FORM**

SUBJECT: REQUEST FOR CONSIDERATION FOR INTRA-DISTRICT TRANSFER OF PROFESSIONAL/PARAPROFESSIONAL ASSIGNMENT

Presently employed professional and paraprofessional personnel may request consideration for vacancies as they arise in the district by completing this form and following the procedures outlined below:

1. Complete this form;
2. Discuss transfer with present Principal / Director and obtain his/her signature on this form;
3. Turn this form into Mr. Reed's office;
4. Fill out online internal application and contact Principal / Director where vacancy exists for interview.

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REQUEST FOR INTRA-DISTRICT TRANSFER CONSIDERATION

Name: \_\_\_\_\_ Present Campus Assigned: \_\_\_\_\_

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

REQUEST TRANSFER TO: \_\_\_\_\_

Reason(s) for requesting transfer: \_\_\_\_\_

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Are you certified for the position requested? \_\_\_\_\_

I have discussed this transfer possibility with my present Supervisor and understand my responsibility for discussing the matter with the Supervisor(s) where a vacancy exists.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Present Principal/Director