

RUNGE INDEPENDENT SCHOOL DISTRICT

Transfer Request

- Transfer requests will be considered if received by the district superintendent for vacant or posted positions within the district.
- Proper qualifications, including certification, for the requested transfer is necessary.

Employee Information:

Name: _____

Current Assignment: _____

Certification: _____

Transfer Request Information:

Reason for Request: _____

Specific Assignment Requested: _____

Verification:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For HR Office Use Only:

____ Denied

____ Approved

Superintendent Signature: _____ Date: _____