

CLOVIS MUNICIPAL SCHOOLS

INTERNAL SITE TRANSFER APPLICATION

FOR SCHOOL YEAR 20____ - 20____

Submission Window: May 15 - August 15

Transfer Procedure



1. Conference with employee(s) to discuss possible transfer.
2. Complete form.
3. Submit form to Director of Human Resources.
4. Notify Employee of completed transfer.

*Note: A teacher on a Professional Growth Plan (PGP) is eligible for an internal site transfer **IF** that transfer is in the best interest of both students and the employee. Recommendations for internal site transfers will NOT be approved after the beginning of the school year, except to meet District needs.*

Location: _____

Administrator: _____

Employee Name	Current Position	Future Position	Name of Employee Replacing	Effective Date of Transfer	License Held (if applicable)	HQ? Y or N?

For Human Resource Use ONLY:

Entered into Skyward
Personnel File Updated

Date: _____ Initials: _____
Date: _____ Initials: _____

Human Resources Director Signature: _____