



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

REQUEST FOR PERSONNEL ACTION



JUDITH T. WON PAT, Ed.D.
Acting Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

Employee's Name: _____ Date: _____

Position Title: _____

School/Division: _____

NATURE OF ACTION:

Change of Name (Must attach supporting document)
 Transfer Request (Non-Instructional Personnel only)
 Other (Specify) _____

From: _____

To: _____

Reason: _____

Effective Date: _____ (For transfers - do you have immediate family members currently employed at the receiving school? Yes or No. If yes, identify: _____.)

I UNDERSTAND THE FOLLOWING STIPULATIONS:

1. This request is valid only for one (1) year and if no transfer occurs, a request again is required.
2. A transfer may only be made to a vacant position or as approved by the authority and in compliance with Rule 903.200 on nepotism by disclosing if an immediate family member is employed at the receiving school.
3. The current and receiving school principals' / division heads must acknowledge the transfer request.
4. The Superintendent of Education reviews all transfer requests for final approval.

Date: _____

Employee Signature

CURRENT SCHOOL PRINCIPAL / DIVISION HEAD

ACKNOWLEDGEMENT ONLY
 RECOMMENDED NOT RECOMMENDED

Comments: _____

Signature: _____

Date: _____

RECEIVING SCHOOL PRINCIPAL / DIVISION HEAD

ACKNOWLEDGEMENT ONLY
 RECOMMENDED NOT RECOMMENDED

Comments: _____

Signature: _____

Date: _____

SUPERINTENDENT OF EDUCATION

APPROVED DISAPPROVED

JUDITH T. WON PAT, Ed.D.

Date: _____

HUMAN RESOURCES DIVISION

To: _____ Personnel Specialist

Comments: _____

KATHERINE M.P. ADA

Personnel Services Administrator

Date: _____