

**MEXIA INDEPENDENT SCHOOL DISTRICT  
TRANSFER REQUEST FORM**

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- Transfer requests will be considered if received by the Assistant Superintendent and/or Superintendent by July 1, preceding the school year for which the transfer is desired.
- Proper qualifications, including certification, for the requested transfer is necessary.
- Your current supervisor must first agree to the transfer, if he /she doesn't agree, the process stops.
- Send the signed, completed form to human resources.
- Human resources will contact you only if the receiving principal or supervisor requests an interview.

**Employee Information:**

Name \_\_\_\_\_ Employee number \_\_\_\_\_  
Home address \_\_\_\_\_  
Home phone number \_\_\_\_\_  
Current assignment (campus, subject, grade level) \_\_\_\_\_  
Certification (subject, grade level) \_\_\_\_\_  
Professional training and experience \_\_\_\_\_

**Transfer Request Information:**

Reason for request \_\_\_\_\_  
\_\_\_\_\_

**Specific assignment requested:**

First choice	_____	_____
	Campus/department	Subject, grade level, position
Second choice	_____	_____
	Campus/department	Subject, grade level, position

**Verification:**

Employee signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

***For office use only:***

Denied  
 Approved      Campus \_\_\_\_\_ Subject, grade, level \_\_\_\_\_

Receiving principal signature \_\_\_\_\_

Superintendent signature \_\_\_\_\_

