



La Joya Independent School District
Office of Human Resources
2020 – 2021 Intent to Transfer Request Form

Employee Name: _____ Employee ID: _____

Address: _____ Phone #: _____

Current Campus: _____ Assignment: _____

SBEC Certification (s):

Interested in transferring to these campuses:	
	Campus:
	Assignment:
1	
2	
3	

A vacancy must be available at the campus and the receiving principal must accept the transfer. The filing of a request for transfer is without prejudice to the employee and will not jeopardize his or her present assignment. A request for transfer may be withdrawn by the employee at any time before May 15th.

Reassignment Notice: In the event of staff overages, the last individual(s) assigned into a campus/grade level will be the first one to be reassigned.

Teacher Signature: _____ Date: _____