



Personnel Request for Change in Assignment

If you would like to be considered for a change in your present assignment, please indicate your request at the bottom of this document and send it directly to my office via school mail. **The request for change in assignment does not guarantee the request will be granted. Please complete the following information.**

Teacher Name (please print): _____
Last First

Teacher Signature: _____ Date Signed: _____

Present Campus: (circle one)
ABC Capitol South Intermediate Middle School
High School DAEP

Present Assignment & Grade Level: _____

Requested Campus & Assignment: _____

Preferred Grade Level and/or Teaching Assignment: _____

Please List All Current Certifications:

1. _____
2. _____
3. _____
4. _____
5. _____

All requests will be reviewed and considered. Placement decisions will be made based on District needs, teacher qualifications, and funding considerations.

Please return this request to Mr. Rodney Caddell, Director of Personnel and Administrative Services as soon as possible in order for your request to be considered.