

Attachment Q

ASSIGNMENT & TRANSFER SUMMER REQUEST FORM

_____	_____
Name	Date
_____	_____
Current Position	Type of Certificate or License

I am interested in the following grade levels or positions should they open up.

I can be contacted at

_____	_____
Phone #	e-mail address

I understand that I may leave an alternate telephone number(s) if planning to be away from home. The administration shall also post the notice(s) on the District website as well as placing hard copies of such postings next to teachers' mailboxes. Interested individuals may also call the central office periodically to learn of posted vacancies.

A vacancy shall not be filled within seven (7) calendar days of the posting so that teachers presently employed may request a transfer to fill the vacancy and to be considered for the position before a non-employee applicant is hired.

Please return this form to the Superintendent by May 15th.

Ref.: Article 10