

APPLICATION FOR DISTRICT- WIDE LEVEL I TRANSFER POOL

DEFINITIONS:

A Level I Transfer is an assignment to a new grade level, class or course prior to an internal vacancy being declared by the Superintendent.

The Level I Transfer pool is a listing of all Professional Employees who have submitted their name to the District-Wide pool. All names will be purged from the Level I Transfer pool on August 15th of each school year.

To be notified and considered for positions that may be filled internally through a Level I Transfer, please complete the following information and send to the HR Supervisor at the Central Services office.

1. Name _____
2. Current Position _____
3. Certification and Endorsement _____
4. Please consider me for a Level I Transfer to the following position:
Grade or Subject and School

5. Signature _____ Date _____

Please answer the following questions and attach your response to this form:

1. What qualifications would you like the administration to consider as you request a Level I transfer?
2. Why do you want to transfer to the above requested position(s)?