

Pontotoc County School District  
Request for Employment Transfer

*This request is not an official transfer of employment document.*

Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

Mailing Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**Current School Information:**

School Employed \_\_\_\_\_

Current Position \_\_\_\_\_

_____ I approve	_____ I do not approve	of the Request for Employment Transfer:
_____	_____	_____
(Signature of Current School Principal)		(Date)

**Transfer Request Information:**

I am making a request to transfer to (Name of School) \_\_\_\_\_

Position, if known \_\_\_\_\_

The reason for the request is as follows \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee Making Request for Employment Transfer) (Date)

**Accepting School Information:**

_____ I approve	_____ I do not approve	of the Request for Employment Transfer:
_____	_____	_____
(Signature of Accepting School Principal)		(Date)

*If the accepting school principal approves of this Request for Employment Transfer, a recommendation according to hiring guidelines needs to be made and approved by the School Board prior to the transfer.*

**Note to Employee:** After obtaining signatures from both school principals, the employee making the request needs to forward a copy to the Superintendent.