

SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY

4812 W Pfeiffer Rd., Bartonville, IL. 61607

Ph: 309-697-0880 Fax: 309-697-0884

TRANSFER REQUEST FOR EMPLOYEES

Employee's Name:		Date of Request:
Current Assignment:		
District School:	Building:	
Level:	Position:	
Requested Assignment:		
District School:	Building:	
Level:	Position:	
Reason for Request:		

- Applications for transfer should be submitted to Human Resources.
- All transfer applications will normally apply only to the current school year.
- The final decision on a transfer application will be made jointly by the Special Education Administrator and the Director with input from the local district administrators.
- If the transfer is denied, you may discuss the reason(s) for denial with the Director.
- The negotiated contract has useful information about transfer requests. Please review the information.

Employee's Signature

Date

*****FOR OFFICE USE ONLY*****		
Date Received:	<input type="checkbox"/> Entered into Personnel Database	Effective through: _____
Office Manager's Signature: _____		Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Reason for Denial:
Notification of Employee:	Date:	By Whom:
Director's Signature _____		Date: _____

*****Please note transfer requests will be reviewed for approval to take affect for the following school year*****