

Certificated Personnel Reassignment Request Form



The purpose of this form is to help you clearly understand how you might apply for a reassignment within your building or program. Please read the form and the job description(s) for positions of interest carefully to make sure you are qualified and certificated for the position(s) in this request.

Building or Program Reassignment Request – This form is used when you wish to move to an open grade level or be assigned to an open subject in your building. Program staff mark here to request a move to an opening in another location within the program. Must be submitted during the open period, usually a two day notice. The complete form is to be submitted to your supervisor in a timely manner. For summer openings that may occur, complete this form and leave it with your supervisor.

Please print or type:

Name _____

Current School/Work Site Location _____

Current Assignment _____

Current FTE (example - .2, .5, 1.0, etc.) _____

Date _____

Home Phone Number _____

Summer Message Phone Number _____

List below your request for in-building or in-program reassignment:

<u>Position(s) Title, Grade(s), Subjects</u>	<u>FTE</u>	<u>Specific School/Work/Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee's Signature _____ Date _____

Original Copy: To your supervisor for reassignment.