

Kent School District
Certificated Transfer Request Form

Please note: This is NOT a fillable form, as it requires signatures. Please print legibly.

Please consider my request for transfer to: **JOB #** _____ **POSITION** _____

EMP ID # _____ Current Assignment _____

Current Location

Assignment(s)

Last Name

First Name

M.I.

Home Phone

Cell Phone

Work Phone

Employee's Signature (by signing I acknowledge that I have read this document in its entirety)

Date

TRANSFER REQUEST FORM: To be considered for transfer, you must complete a separate transfer form for each position in which you are interested. To be guaranteed an interview, transfer request forms must be signed by your administrator and must be submitted to human resources within 7 calendar days of the posting of the vacancy. As a rule, requests for transfers will not be accepted as of August 1st of each year, as this may create undue hardship on the school you are requesting to leave. Please plan ahead, forms must be submitted to HR by 4:30 PM on July 31.

AND

You must also have on file with Human Resources one of the following:

ONLINE APPLICATION (PREFERRED) This gives the employee the opportunity to reflect on recent accomplishments by submitting an updated cover letter, resume, and confidential professional reference forms, if you choose. Once your online application is completed, log in, search for the position, and click "apply" for each position for which you are qualified.

OR

UPDATED RESUME *

*Please note if you do not have an online application, you must submit an updated copy of your resume attached to a transfer request form for each position you apply to.

PLEASE FORWARD TO YOUR PRINCIPAL/ ADMINISTRATOR FOR SIGNATURE.

If an administrator is not available during the summer months, you must send them an email indicating that you have submitted a transfer request. Attach a copy of the email to this form and submit to Human Resources/Employment Services.

SIGNATURE of your current principal/supervisor

Date

PRINTED name of current principal/supervisor

Title

FOR HUMAN RESOURCES USE ONLY

After August 1, all certificated transfer requests must also be signed by the HR Chief Talent Officer, or HR designee.

Approved Declined - Reason: _____

SIGNATURE of HR Representative

Date

You may submit via fax to 253-373-7055; or e-mail to certjobs@kent.k12.wa.us; or mail to Kent School District, 12033 SE 256th St. A-100, Kent, WA 98030. If you have any questions, please call 253-373-7209.