



PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT

P.O. Box 869
PECOS, TEXAS 79772

Transfer Request

Date: _____

- Teacher transfer requests will be considered if received by the personnel department by May 15 for the following school year. Proper qualifications, including certification, for the requested transfer is necessary.
- Send the signed, completed form to the Personnel Director.
- You will be contacted only if the receiving principal or supervisor requests an interview.

Employee Information:

Name _____

Home address _____

Home phone number _____

Current assignment (campus, subject, grade level) _____

Certification (subject, grade level) _____

Transfer Request Information:

Reason for request _____

Specific assignment requested:

First choice _____

Campus/department

subject/grade level/position

Second choice _____

Campus/department

subject/grade level/position

Verification:

Employee signature _____ Date _____

Supervisor signature _____ Date _____