

Employee Transfer Request Form  
Intra-District-BISD

Bandera Independent School District  
Employee Transfer Request Form

Transfer request will be considered if the employee prior to the preceding school year completes the information for which the transfer is desired.

Proper qualifications, including certification, completed on line application for the requested transfer is necessary.

Send the signed, completed form to the personnel department.  
BISD personnel will contact you 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) \_\_\_\_\_  
Professional training and experience \_\_\_\_\_

**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 \_\_\_\_\_

*For office use only:*

\_\_\_\_\_ Denied  
\_\_\_\_\_ Approved Campus \_\_\_\_\_ Subject, grade, level \_\_\_\_\_

Receiving principal signature \_\_\_\_\_

Personnel Department signature \_\_\_\_\_