

Washington Local Schools
TEACHER TRANSFER REQUEST

Print Name: _____

Phones-Work: _____ Home: _____ Cell: _____

Mailing address: _____ City: _____ State/Zip: _____

Other contact information for the summer if different than above (alternate address, email, phone):

Your current assignment:

	School(s)	Grade	Subjects, if 4-8th
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List the buildings, grades and/or content areas for which you want to be contacted for a possible transfer:

Buildings: _____

Grades and/or Content Area: _____

Licensure: _____

If interested in grades 7-8, circle core content areas for which you are currently Highly Qualified in grades 7-8. A K-8 or 1-8 license does not meet HQ requirements for grades 7-8 unless you have 30 semester hours in the content area, passed a state approved test for the content area, or met other alternative criteria. If you are unsure, the Director of HR can help you figure it out.

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|--|----------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> English/Language Arts | <input type="checkbox"/> Reading | <input type="checkbox"/> Science | <input type="checkbox"/> Math |
| <input type="checkbox"/> Music | <input type="checkbox"/> Art | <input type="checkbox"/> Drama | <input type="checkbox"/> Dance |
| <input type="checkbox"/> GOvernment | <input type="checkbox"/> History | <input type="checkbox"/> Economics | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Foreign Language: _____ | | | |

Send this form to:	Human Resources Office Central Office 3505 W. Lincolnshire Blvd Toledo, OH 43606	Fax: 419-473-8247 Phone: 419-473-8225 (Laura Berryman) 419-473-8226 (Kathi Hogan) Email: khogan@wls4kids.org or lberryma@wls4kids.org
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A copy of this form, stamped with the date of receipt in the Human Resources Office, will be returned to you to confirm receipt of your request. Transfer requests on file during the school year shall become invalid on the first teacher work day of the next school year. According to the TAWLS collective bargaining agreement, transfer requests for positions K-8 will be null and void after the transfer day meeting. A teacher who continues to want a transfer on file for a position K-8 must submit a new request to the Director of Human Resources after transfer day.

Date received:

To email form, under File, select Save As — PDF.

Attach the PDF to an email addressed to: lberryma@wls4kids.org