

La Joya ISD School District

Employee Transfer Request

Name: _____ SS #: _____

Address: _____ Phone 1: _____

_____ Phone 2: _____

Present Campus	Present Assignment	# of years at present campus

SBEC CERTIFICATION Please indicate certification(s) area below and attach a copy of your SBEC certificate:

	Requested Campus(s)	Requested Assignment(s)
1 st Choice		
2 nd Choice		

Reason for transfer request:

	Signature	Print Name	Date
Employee			
Current Principal			
*Receiving Principal			
Human Resources			

* Receiving Principal: New/Replacing: _____