

Form GCK-E1: Staff Assignments and Transfers

505 S. Main Street, Ste. 249 Las Cruces, NM 88001 (575) 527-5800

## **Certified or Classified Transfer Request Form**

Fill out one form for <u>each</u> school to which you wish to transfer. Contact the Principal or Supervisor for an interview three days (3) after submitting this form.

Name:	
Work Phone:	Home Phone:
I am a ☐ Certified ☐ Classified employee.	E-Mail:
From: Present School or Building:	
Present Assignment:	
How long have you been at your	present assignment?
To:	Grade(s), Subject(s) or Position(s)
School	1
	2
	3
For School Year:	
Certified only: Are you Highly Qualified for the	ne requested position? □ Yes □ No
Reason for Request (Optional)	
Comments	
Signature	Date Distribution: White: Human Resources

Revised 03.2014; 6.9.14 Recoded GCK-E1, 06.09.14 (Previously Forms #132A & #132B) Distribution: White: Human Resources Yellow: Human Resources

Pink: Employee