



# Texas City Independent School District

1700 Ninth Avenue North, P. O. Box 1150, Texas City, TX 77592-1150

## Teacher/Paraprofessional Transfer Request

**Name:** \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Presently Assigned School: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

**I am requesting a transfer to:** *(School)* \_\_\_\_\_  
**for the school year** \_\_\_\_\_.

1. Please state below your reason(s) for requesting a transfer:

\_\_\_\_\_  
\_\_\_\_\_

2. Degree(s): \_\_\_\_\_ Bachelor's \_\_\_\_\_ Master's \_\_\_\_\_ Other

3. College Major: \_\_\_\_\_

Teaching Field(s): *(Certification)* \_\_\_\_\_

4. Number of years teaching experience: \_\_\_\_\_ Total \_\_\_\_\_ Texas City

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

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**PRINCIPAL:** *(Please complete this section.)*

1. I have discussed this request with the employee. \_\_\_\_\_ Yes \_\_\_\_\_ No

2. I \_\_\_\_\_ do \_\_\_\_\_ do not recommend approval of this transfer request.

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

**DO NOT WRITE BELOW THIS LINE – FOR HUMAN RESOURCE OFFICE USE ONLY**

**Action taken on transfer request:**

1. \_\_\_\_\_ Transfer not granted 2. \_\_\_\_\_ Transfer granted to \_\_\_\_\_  
*School*

\_\_\_\_\_  
*Asst. Supt. of Human Resources*

\_\_\_\_\_  
*Date*