

Transfer Request Form For WEA Teaching Staff Only

Directions: In accordance with the WEA contract, this request must be submitted to the Personnel Office of the Warren City Schools **no later than May 1**, for the ensuing school year. **No more than two (2) preferences will be accepted**. A voluntary transfer request may not be withdrawn or altered after May 1 and it shall remain in effect until the first workday for all teachers of the following school year. Any withdrawal or alteration to a request for a voluntary transfer before May 1 must be in writing.

The following positions shall not be available for voluntary transfer: Teacher in Charge of Student Services, Teacher on Special Assignment, Lead Mentor Teacher, Mentor Teacher, Teacher assigned to a non-public school, Technology Specialist, Technology Teacher, Literacy Collaborative Building Coordinator, Reading Recovery Teacher.

Any teacher who is granted a voluntary transfer shall not have the right to decline the transfer.

Teachers shall remain in the positions to which they transfer for a minimum of three (3) years before they can request another transfer unless an earlier move is mutually agreed upon.

NAME (print): _____

SIGNATURE: _____ DATE: _____

CURRENT POSITION: _____ BUILDING: _____
Assignment & Grade Level

Transfer Preference #1: _____

Transfer Preference #2: _____

Note: You may not individually list more than one building, position, and/or grade level per preference. You may, however, make your choice generic.

As examples/samples, you MAY request, (each as one preference):

- Any regular teaching position at Garfield
- Any primary teaching position at any elementary except Lincoln or Garfield
- 1st grade at Lincoln
- Middle school social studies teaching position
- Any regular elementary middle school teaching position except 5th grade

As examples/samples, you may **NOT** request (numerous choices as one preference or other):

- Grade 6, 7, 8 at East or Turner
- 1st grade at Lincoln, Laird or McGuffey
- Physical Education or Health at Middle School or High School
- Special Education Inclusion Classroom (reason: inclusion is not a position)

If a request does not comply with Section 6.03 of the WEA Contract, is improperly worded or not submitted on the proper form, it will be returned to the individual via interoffice mail for re-submission.
