

## **EMPLOYEE TRANSFER REQUEST**

School personnel who are interested in changing from one building or program to another are required to complete this form and return it to Jackie Reeves, Personnel Department by March 9, 2012.

Unless unusual circumstances occur, transfer requests received after March 9 will not be considered.

A roster of all employees requesting a transfer will be given to principals by the Personnel Department for possible interviews.

The last day for granting a transfer is June 15, 2012.

The document is in Word format.

This form is also available on the District's personnel department's webpage.

You can also click here to download and complete the form.

Please email it to jdreeves@gccisd.net.

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