

WANT TO HIRE THIS TEACHER?

- Contact current principal for a reference
- Check for nepotism
- FILL OUT THE TRANSFER REQUEST FORM BY SCANNING HERE**



<https://forms.gle/EFWfeWF4y9XT7oKb7>

Available February 15 - February 28

Approval will be emailed to you.

Please allow 24 hours for HR to review, verify and respond to your request.

Final Steps

- Offer the position
- After they accept the position- submit the Licensed Change Form in **Skyward**
- Notify current principal of offer and acceptance