



POTTERVILLE PUBLIC SCHOOLS

Transfer Request Forms/Change of Status

Purpose: The purpose of this document is for any employee who works under the Master Agreement between the Potterville Education Association, ECEA/MEA/NEA and Potterville Public Schools to request a transfer of assignment.

In accordance with **Article 8, Section D** (1. *An itinerant/related services staff employee may apply for a vacancy by submitting a request with all pertinent information to the Superintendent on a Change of Status Form.* 2. *Consistent with Board policy and the applicable law, seniority shall be considered for itinerant staff/related services positions*) **or Article 8, Section F** (*Request by Itinerant/Related Services Staff for a voluntary transfer to a different building or position may be made at any time. Such requests shall be made in writing to the Superintendent on a Change of Status form indicating the school or position sought and the applicant's qualifications. Request on file with the District by the last day of school of an academic year shall be considered active from the date the request is made through the next academic year.*) of the aforementioned Master Agreement, (staff name) _____ formally requests a transfer to (desired position)_____.

In signing this document, I acknowledge that while this is a formal request, the district still holds the *right of assignment*, and ultimately makes the determination whether or not to grant the transfer.

(Signature of Requester)

(Date of request)

The request for transfer as been	☐ Approved	☐ Denied
_____ (Signature of Authorized Official)		
_____ (Date of Determination)		