



# NORTH SLOPE BOROUGH SCHOOL DISTRICT

## CERTIFIED EMPLOYEE TRANSFER REQUEST

Instructions: Complete this form to request a transfer into any position, which requires an Alaska teacher or administrative certificate. Please submit to the personnel office as soon as possible.

School Year \_\_\_\_\_

Name \_\_\_\_\_

Current Location \_\_\_\_\_

Current Position \_\_\_\_\_

Current Subject/Grade \_\_\_\_\_

Requested Location 1. \_\_\_\_\_ 2. \_\_\_\_\_

Requested Position 1. \_\_\_\_\_ 2. \_\_\_\_\_

Subject/Grade 1. \_\_\_\_\_ 2. \_\_\_\_\_

Endorsements \_\_\_\_\_

Reason for Request \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Approved Site \_\_\_\_\_

Central Office – Approved \_\_\_\_\_ Denied \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 1202 of the 2009/10 to 2011/12 Negotiated Agreement states:**  
*A teacher must have completed at least two years of employment with the District to be eligible to apply for a reassignment or transfer. Prior to completing two years, a mutually agreed upon transfer may be arranged.*