

REQUEST FOR VOLUNTARY TRANSFER

RETURN TO: Human Resources Department, Room 500N, Administration Building

In accordance with Article XVIII, Section 4, **Voluntary Transfers**, of the Agreement between the Board of Education and the Cleveland Teachers Union:

- Voluntary transfers are transfers initiated at the request of the teacher.
- All Voluntary transfer requests must be received in Human Resources by **5pm on April 1, 2009.**
- The Principal shall be informed of the request for transfer by the Human Resources Department.
- Request for transfer may be withdrawn upon written notification by July 1st.
- All requests for transfers expire at the conclusion of the following semester of the ensuing school year.
- Each month from April 1 through November 1, a list of anticipated open positions will be posted at each building, the CTU office and the Human Resources Department. Each teacher must apply, in writing, for an interview with the Principal at the desired location.

NOTE: Submitting this form does not guarantee a transfer. If you are not selected by a school, then you will remain in your present assignment.

Please Print

Last Name: First Name:

Last 4 digits of Social Security #: XXX-XX- Home Phone:

Home Address:
Street City State Zip Code

Home School: School Phone:

Certification Area(s):

Reason for Request:

E-mail Address (Optional):

Signature of Employee: _____ Date: _____

Revision Date: January 28, 2009