

## Birmingham City Schools

# REQUEST FOR TRANSFER FORM

**INSTRUCTIONS: Complete this form and return it to the Human Resources Department.**  
P.O. Box 10007° 2015 Park Place° Birmingham, Alabama 35203

Last Name	First Name	M.I.	Social Security Number ____ - ____ - _____
Work Telephone (____) _____	Home Telephone (____) _____	Best Place & Time to Call You? ____ Home or ____ Work Call me between the hours of: _____	

**Your Current Job, Assignment and Location:**

<b>Location</b> <i>(School)</i>	<b>Position</b> <i>(Custodian, Teacher, etc.)</i>	<b>Assignment</b> <i>(Math, 1<sup>st</sup> Gr., Special Ed., etc.)</i>
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**Your Request:**

<p><b>A. My Main Goal in this request is to change:</b></p> <p><input type="checkbox"/> <b>Locations</b> - I want to move to:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> <b>Other</b> - Please explain:</p> <p>_____</p> <p>_____</p>	<p><b>B. Have you previously transferred within this system?</b></p> <p><input type="checkbox"/> <b>No</b>   <input type="checkbox"/> <b>Yes</b>   If yes, describe the most recent change (below):</p> <p>(Job &amp; Location) <b>From:</b> _____</p> <p>(Job &amp; Location) <b>To:</b> _____</p> <p>What Year? _____</p>
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**Briefly describe your reasons for requesting this change, including any special circumstances that should be considered.**

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Employee's Signature _____	Date _____
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**Human Resources Department Use Only**

Date Received: _____ Received by: _____	Via: <input type="checkbox"/> U.S. Mail <input type="checkbox"/> BCS Mail <input type="checkbox"/> Union <input type="checkbox"/> Supervisor <input type="checkbox"/> FC Mail <input type="checkbox"/> Fax
Entered: __/__/____   Expired: __/__/____	Board Approval Agenda Date: _____