

DEPARTMENT OF EDUCATION  
HAGATNA, GUAM

**TEACHER TRANSFER REQUEST**

Date: \_\_\_\_\_

To: Administrator, Personnel Services

From: \_\_\_\_\_ SS#: \_\_\_\_\_  
Name of Employee Home Phone: \_\_\_\_\_  
Other Contact Number: \_\_\_\_\_

**It is requested that I be granted a transfer effective:**

- ( ) The first day of \_\_\_\_\_ quarter/semester
- ( ) The earliest date possible
- ( ) The first day of next school year.

**FROM**

**TO (CHOICES)**

**SUBJECT/AREA**

|                 |                 |  |  |
|-----------------|-----------------|--|--|
| School/Division | 1 <sup>st</sup> |  |  |
|                 | 2 <sup>nd</sup> |  |  |
|                 | 3 <sup>rd</sup> |  |  |

- \* **Elementary** shall indicate specific grade such as "Kindergarten", "Primary", or "Intermediate", etc.
- \* **Secondary** shall indicate specific subject area such as "Social Studies", "Science", "Language Arts", or "Art", etc.

**NOTE:** The Personnel Services Division cannot assure assignment to any specific subject or grade level as this is the prerogative of the School Principal/Division Head.

**I UNDERSTAND THE FOLLOWING STIPULATIONS:**

1. This request is valid only for one (1) year and if no transfer occurs, a request again is required.
2. Refusal to accept a requested transfer shall void the transfer request.
3. A transfer can only be made to a vacant teaching position.
4. A transfer requires that the teacher meet the qualifications and certification for the position.
5. The releasing and receiving school principals/division heads must approve the transfer.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

| <b><u>RELEASING PRINCIPAL/<br/>DIVISION HEAD</u></b> | <b><u>RECEIVING PRINCIPAL/<br/>DIVISION HEAD</u></b> |
|--|--|
| ( ) Approved      ( ) Disapproved                    | ( ) Approved      ( ) Disapproved                    |
| <b>COMMENTS:</b><br>_____<br>_____<br>_____          | <b>COMMENTS:</b><br>_____<br>_____<br>_____          |
| <b>Signature:</b><br><b>Date:</b> _____              | <b>Signature:</b><br><b>Date:</b> _____              |

**DO NOT WRITE BELOW - FOR PERSONNEL SERVICES DIVISION**

To: Personnel Specialist

\_\_\_\_\_  
Signature of Administrator, Personnel Services

\_\_\_\_\_  
Date