

**DESCRIPTOR TERM:****Personnel and Employment****Millard District Policy****File Code: 4060****Approved: 07-08-21****ASSIGNMENT AND TRANSFER**

1. Although members of the administrative and supervisory staffs may make recommendations for the assignment of employees, the superintendent is held directly responsible to the board for all assignments.
2. Assignments of instructional personnel as to school, subject or position will be made as soon as possible.
3. Transfers may be made at the request of the employee or upon the initiative of the superintendent or other administrative officer for reasons which, in the judgment of the superintendent, shall serve the best interest of the employee and/or schools. The superintendent shall make the final decision and notify all parties.
4. When a transfer is advisable the employee has the right to the courtesy of an interview in which the reason for the said transfer shall be explained and discussed.
5. The receiving administrator shall be notified of a possible transfer to his/her school and will be given the opportunity for input.

## Millard School District Request for Assignment Transfer

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Current Assignment \_\_\_\_\_

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

Position Desired \_\_\_\_\_

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

**EDUCATORS ONLY:**

Are you highly qualified for the desired position?                      Yes                      No

If not, are you willing to obtain a highly-qualified status?                      Yes                      No

Please explain the reason you would like to transfer to another position/location.

\_\_\_\_\_  
**Signature**